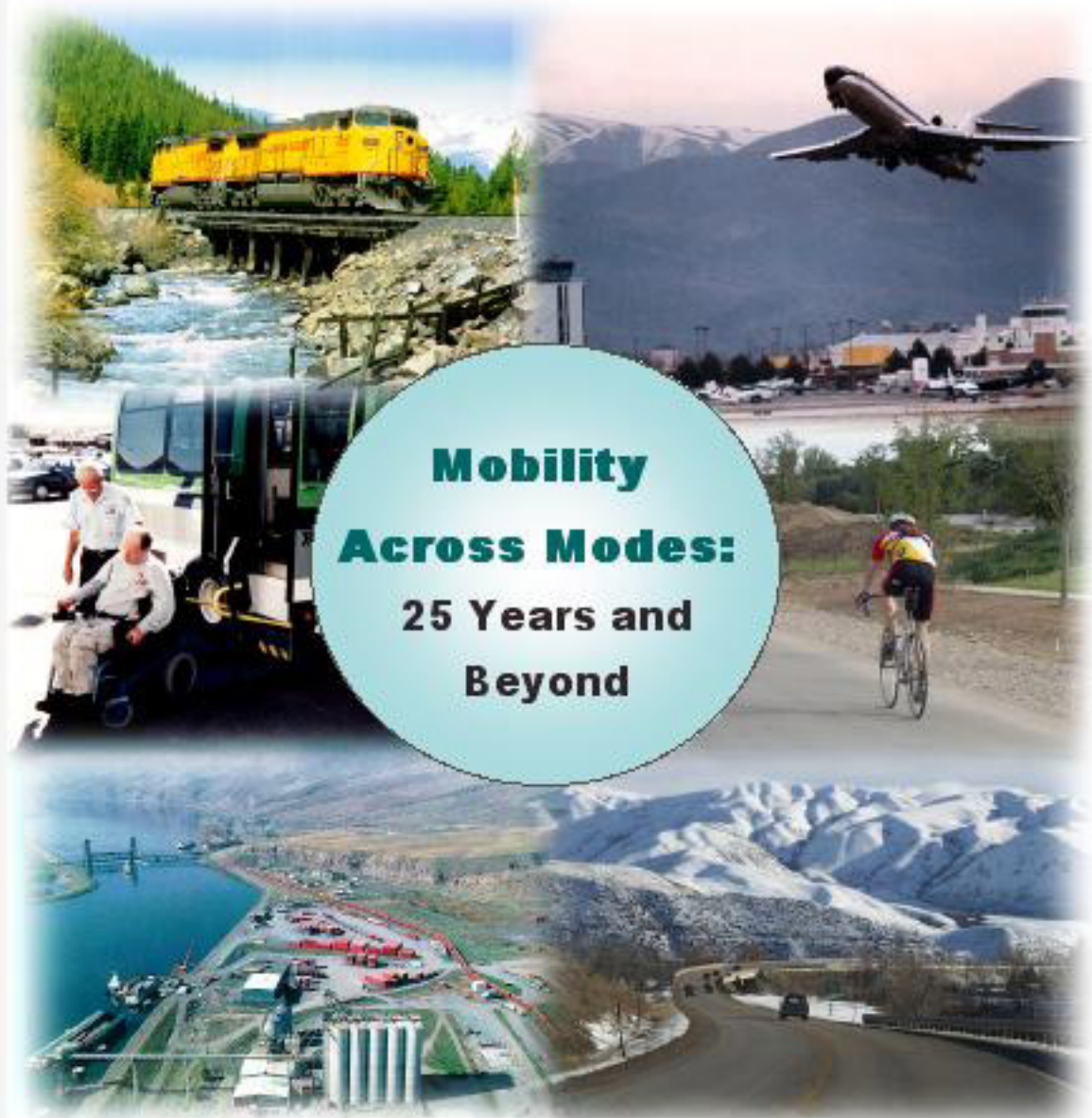


Idaho's Integrated Transportation Vision

**ITD's Long Range Transportation Planning Document
Phase 1 - Conceptual Process for Purpose and Content**



Idaho Transportation Department
Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
October 11, 2001

EXECUTIVE SUMMARY

This Summary Report describes the rationale, the process and the product of the effort to conceptualize the purpose and content of a visionary, long range transportation planning (LRTP) document for 25 years and beyond. Idaho Transportation Department's (ITD) Division of Transportation Planning (Planning) undertook this task by consulting, in a facilitated meeting process, with anticipated primary users of the document—district personnel, headquarters personnel, intermodal managers and administrators, MPOs, Board members, and other local transportation officials. Participants were asked to help **conceptualize** what such a document would be—not to generate the document or develop its content—but to create a picture of a document that would best serve ITD and its stakeholders.

The guidance from the facilitated meetings was used to formulate a recommendation on the concept for and process to revise the Long Range Transportation Plan of 1995. That recommendation was approved by the Idaho Transportation Board on September 20, 2001.

RECOMMENDATION

The document will not be called a Long Range Transportation Plan. Rather, it will be an integrated transportation vision, the exact title to be named in the subsequent development process.

Summarily, the document's **purpose** is to provide guidance for driving the integration of Idaho's transportation system for both internal and external audiences. It will provide guidance for ITD planning and decision-making and for integration of modes. It is a tool to share the vision with others, generating their support and providing a basis for coordinated decision-making. The living document will:

- Articulate an unconstrained vision for the transportation system looking out 25 years and beyond;
- Outline ITD's principles and values that guide and direct, enable decision-making, and collectively lead to an integrated transportation system;
- Be a driving document and decision-making resource to plans that support it (Corridor, Reaches, Strategic, District, Modes, etc.);
- Unify and integrate that variety of plans;
- Integrate modes;
- Stimulate coordinated decision-making; and

- Be subject to a development process reflecting ITD leadership, stakeholder involvement and a statewide public process.

The document's **content** will include:

- The vision;
- ITD principles and values and why they are valuable to the state;
- Challenges;
- Integration and context of all plans—unifying the collection of plans and describing how they fit this vision and work together; and
- A general description of what the future holds and how ITD will work to address it.

The document will be written in a simple, concise, public-friendly manner. It will be general in nature and easily accessible.

NEXT STEPS

Having identified the concept for the ITD 25 year and beyond visioning document, the Division of Planning will pursue plan development. The process is anticipated to take up to two years, and will include the following general tasks:

1. Establish an ITD/Stakeholder “Integrated Transportation Vision Team” to work as a sounding board and provide oversight to project and plan development, which may include the convening of subcommittees for specific project areas;
2. Pursue information development by reviewing data needs, collecting data, developing initial principles and values, and drafting an initial vision and document;
3. Prepare and implement a public process, to include a public involvement program, communications plan, public opinion surveys, tracking and documenting activities and input, and incorporating public input to the vision and plan revisions; and
4. Approving, publishing and distributing the final document.

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INTRODUCTION

In 1995, the Idaho Transportation Board adopted the “Idaho Transportation Plan,” the Idaho Transportation Department’s (ITD) long-range transportation plan (LRTP). The 1995 Idaho Transportation Plan provides policy guidance through goals and objectives that are to assist in the development of transportation programs and projects. The plan is now over five years old and is due to be updated.

The process to review and update the LRTP began in 2000 with reviews of: the current LRTP; relevant federal legislation and regulations; other state plans; and meetings with the Director and the Highway Planning Team. At that time, it was anticipated that draft federal regulations would be finalized to guide planning activities, including the scope and content of a state LRTP. ITD postponed its update pending the completion of those regulations. That has not occurred, and with the new administration in office, it is uncertain when they will be finalized. Consequently, ITD has initiated its process to revise the LRTP based on the guidance available in TEA 21.

To plan for its future, ITD sponsored the “Coming World of Transportation” Symposium in September of 2000. The symposium focused on the challenges and expectations facing transportation in 25 years and beyond, and it generated a dialogue that has increased focus on and interest in our planning efforts over the long term. Among the themes of that dialogue has been an interest in increasing our internal collaboration in planning for the future and recognition that our publics and stakeholders play an increasing and important role in transportation planning.

The above prompted questions about how ITD’s LRTP can become more relevant and useful. Similar questions have been asked about the level of detail the plan contains and how to best format that information. Federal requirements identify elements the document must address, but ITD also seeks to develop a document that the state and its stakeholders find useful and meaningful.

The most efficient and ultimately effective way to make that determination was by taking these questions to our primary users—our headquarters and district leaderships, the members of the Intermodal Working Group (IWG) and other key interested parties—and exploring these and other questions in the context of our total planning process. Clearly, the LRTP is subject to many additional interests beyond those primary users targeted. With the completion of this initial phase, ITD will move forward to update the LRTP in a way that reaches out far beyond the scope of this first effort.

PURPOSE

The purpose of this project was to engage the LRTP's primary users—the Districts, headquarters personnel and key outside stakeholders—in a series of initial scoping sessions to help **conceptualize** a LRTP that they would find most useful—to articulate the plan's purpose and recommend the kind of content included in that document.

OBJECTIVE

The project objective was to conceptualize and develop a framework for the LRTP that will serve as the basis for a useful and visionary planning document for ITD looking out 25 years and beyond. Its development and content is subject to a comprehensive stakeholder and public involvement process.

PROJECT

To reach this objective, the project:

1. Conducted workshops among primary users throughout the state including the Districts and the Intermodal Working Group (IWG). The workshops generated discussion among participants to help conceptualize what the LRTP should be and resulted in recommendations outlining the LRTP's proposed purpose and type of content. Workshops were intended to be as inclusive as possible, and participants were sought from:
 - District personnel with potential representatives from MPOs, Tribes and key jurisdiction/stakeholders as identified by each District including the Board member representing that District;
 - Members of the IWG; and
 - Headquarters personnel.
2. Convened a "synthesis group" to study and process those recommendations and generate a focused "concept" for the LRTP—its purpose and an outline of its content. The Synthesis Team included District Engineers, IWG representatives and some headquarters personnel, most of whom had participated in the earlier workshops and some who had not.
3. Presented the results to executive management for review and comment;
4. Presented the results to the Idaho Transportation Board for review and comment; and
5. Generated this summary document that presents the recommended concept for the plan—its purpose, and outline of its content, and the next steps for its development.

Patti Raino and Matt Moore, ITD Division of Transportation Planning (Planning), shared the responsibility for completing this project and developing the LRTP. Marsha Bracke

of Bracke & Associates, Inc. helped design the process, facilitated meetings and produced this documentation.

SCHEDULE

Staff initiated in June 2001 with a deliverable to present results to the Idaho Transportation Board at its October meeting. The project team sought to be efficient, inclusive and focused within the project schedule and financial constraints. District personnel and their participating stakeholders were responsive and supportive, and their participation was excellent. On September 20, 2001, the Idaho Transportation Board approved the concept and outline and asked that the project proceed.

PRIMARY USER WORKSHOPS

Between June 8, 2001 and August 15, 2001 seven meetings were held—one in each District and one with the IWG in Boise. The objectives and process for each meeting was the same. Meeting objectives were to:

1. Discuss the purpose of the LRTP;
2. Understand its role in the context of other ITD planning documents; and
3. Solicit primary users' ideas for creating a visioning document participants find most useful.

The synthesis group meeting was held on August 23, 2001 in Boise. The objectives of that meeting were to:

1. Review and understand the results of the LRTP Workshops;
2. Resolve questions associated with conflicting preferences; and
3. Recommend the LRTP purpose and content—the concept—based on those activities.

PARTICIPANTS

The Planning and Highway Division Administrators invited each of the Districts to participate. Districts were encouraged to be as inclusive as possible and invite up to 12 individuals, including key staff within the District and outside stakeholders, such as the District's Board member and others from aeronautics, public transportation, local planning organizations, special interests, tribes, etc. Districts identified those individuals and issued their own invitations.

Each District and the IWG participated in the workshops. There were sixty-one total participants (not counting Planning personnel or the facilitator). These included:

- Seventeen outside stakeholders;
- Three Idaho Transportation Board members and one ITD Aeronautics Board member; and
- Five District Engineers.

Other participants included Assistant District Engineers, District Planners, Public Affairs personnel and other District specialists. Four individuals (one stakeholder and three District staff) participated in both the District and the IWG meeting.

Invitations to the synthesis team meeting were extended to the Board Chair, Director, some Division and Modal Administrators, each District Engineer and Public Affairs. Thirteen individuals and one observer attended the synthesis team meeting; among them, seven had participated in a District/IWG workshop; seven had not. The complete participants' list is included as Attachment A.

WORKSHOP PROCESS

Each of the first seven workshops consisted of the same agenda and process. The workshops were carefully designed to maximize participants' time, provide adequate background information, maximize participation using both large and small group processes, and produce focused meeting products. In most cases the meetings took 4 hours. A sample agenda is included as Attachment B. Meeting process included:

- 1. Introductions of meeting participants.**
- 2. Two presentations.** Patti Raino gave a presentation on "Why We Are Here" at the outset of each meeting. The purpose of this presentation was to: introduce the LRTP; acknowledge that the document is not widely used or well referenced; describe its attributes both positive and negative; illustrate its existence with numerous other ITD planning documents; and describe this project. Specifically, Patti described why Planning is coming to the Districts and the IWG—the primary users of the document—to help conceptualize what the next LRTP would be if it were to be most useful and meaningful. Patti outlined the desired meeting product—a recommendation on the LRTP purpose and type of content.

Matt Moore, and in his absence at one meeting Charlie Rountree, made a presentation on "The Planning Picture." This presentation discussed planning theory in general; planning processes at ITD; the content and context of the LRTP; how the LRTP is associated with other planning efforts; LRTP requirements and challenges; concepts of mobility; the role of different modes; and a summary of what some other states do for a LRTP.

- 3. A process to collect questions, comments, discussion items from all participants, and a large group discussion of those questions, comments and discussion items.**

In order to 1) see at a glance the range of questions and comments participants may have, 2) budget the discussion time, and 3) ensure every individual had the opportunity to pose their question or present their comment, the facilitator implemented a process to expedite collecting discussion items. Following the presentations, participants were asked to write their questions, comments, suggestions and desired discussion items on a 8 ½ x 11 post it note (one per

page). During the break that followed, the facilitator grouped and posted all the comments on the meeting room wall. When participants' returned, they reviewed the collective list and engaged in a facilitated discussion about those comments.

4. Small group breakouts to develop specific recommendations based on a specific outline.

Following the large group discussion, participants were divided in 2-3 small groups for more focused discussion and to develop specific recommendations about the LRTP purpose and content. In addition to providing an opportunity for more focused discussion and developing recommendations, the small groups provided an opportunity to further engage participants who may have been more reticent to participate in a large group format.

In total, 17 small groups convened and developed 17 recommendations, included as Attachment C.

5. Presentation of small group recommendations to the larger group.

Small groups presented their recommendations to the larger group. This activity enabled all participants to hear similarities and differences in their recommendations and gain a greater understanding of the variety of concepts and similarities in interests. Recommendations were not debated; nor was there an attempt to blend them or reach a consensus among the entire group. Rather, Patti and Matt used that opportunity to clarify recommendations in an effort to fully understand their intent. Included as Attachment D are the verbatim flip chart notes of each of the workshops.

The synthesis meeting followed a different format. That agenda is included as Attachment E. Participants were provided a copy of the facilitator's summary of workshop results (Attachment F) and the verbatim small group recommendations (Attachment C). Participants had 30 minutes before the meeting officially started to review that documentation and formulate their questions. The Synthesis Groups' results were maintained on flip chart notes (Attachment G).

After a brief introduction participants were provided time to ask questions of Patti, Matt and the facilitator about the results to date. Following that, the facilitator proposed a round robin process to solicit input and perspective on the document's purpose from each participant and to ensure equitable participation. One participant expressed concern about that process and asked that comments be taken voluntarily only.

This summary reflects the results of that voluntary contribution of preferences and follow-on discussion about the purpose and content of the LRTP.

RECOMMENDATIONS

In all meetings, recommendations were written on flip charts and were to be as consistent as possible with the following outline:

1. Purpose
 - What should it be? Why?
 - How should it be developed? Implemented? Updated?
 - By and for whom?
2. Content
 - What should it contain? Why?
 - To what level of detail? Why?
3. What should in not be or contain? Why?
4. What other recommendations do you have?

Workshop participants presented many ideas and engaged in heartfelt discussions about the potential purpose and outline for the LRTP. Through the synthesis group discussion, the results of which were reported to executive management and then to the Idaho Transportation Board, the recommendation became increasingly focused.

In the section that follows, synthesis group results are presented via a comparison to workshop participant input. Understanding and considering this material as the final document is developed will enrich its usefulness to our primary stakeholders. The final concept as approved by the Idaho Transportation Board is presented on page 12 of this document.

PURPOSE

What purpose should the LRTP serve and why?

The synthesis group proposed that the document provide visionary guidance document articulating a vision developed without constraints. The vision will be articulated generally—painting a broad and ideal picture of integrated transportation in Idaho—as opposed to providing a specific description of the system. This vision will unify and provide direction to the other ITD plans that support it, be a tool for sharing the vision, generate support for decisions, and enable decision-making by ITD and others responsible for transportation planning and systems. More specifically,

- The vision will be based on principles or values that guide and direct, that enables decision-making that collectively leads to integrated transportation in Idaho. Those principles will not be prioritized, but it is thought that in articulating them, decision-makers may be able to prioritize their decisions. Among those principles will be one that articulates connectivity to other entities and modes.
- While the document may not be used by all ITD personnel, it will be a driving document for other plans and decision-making documents (Corridor Plans, Reaches, District Plans, Strategic Plan, STIP, etc.) that are used everyday. It will

be one that unifies all of the plans that support it, and through its vision and discussion will indicate its tie to other plans.

- Ultimately, it is a state vision in that it integrates modes, provides leadership for coordination with others and stimulates coordinated decision-making.

Finally, the LRTP is proposed to not be called a “plan.” Calling it a “plan” implies certain types of content and focus that are more specific than what is desired. Specificity should be found in other plans that support this document. The synthesis group proposed instead that another name reflecting it as a long-term vision or visioning document will be more appropriate.

In many respects, this proposal echoes those recommendations made at the District and IWG meetings. Those collective recommendations as summarized in Attachment F include:

- Articulate the vision for the transportation system in 20 years.
- Produce a unifying, coordinating document—one that enables the Districts to move consistently toward statewide goals, and guides other ITD planning efforts, including the Strategic Plan, Corridor Plans, Modal Plans, the STIP and others toward that same vision. The LRTP can be the piece that unifies the rest, provides cohesion and illustrates how all the plans work together.
- Produce a policy/guidance document—one that sets parameters and priorities—enabling decision-makers within and outside ITD to have a tool to assist in making decisions about priorities and projects in a manner that is consistent with the overall vision, goals and transportation system priorities.
- Avoid extra or unrealistic requirements or expectations. The more specific the plan, the more likely there is an expectation for a specific action to occur. Participants preferred to leave that kind of specificity to existing planning documents, like Corridor Plans, Modal Plans and the STIP, and provide references to those plans in the Vision document, but not include specific commitments in that document.

There were some distinctions between the proposed District/IWG recommendations and the synthesis group discussion. The following table shows those distinctions:

WORKSHOP RECOMMENDATIONS	SYNTHESIS GROUP DISCUSSION
Establish state- and department-wide goals for the transportation system by general categories (as opposed to specific activities) for implementation at the District level.	The synthesis group discussed having clear goals for implementation, but some thought that doing so implied a specificity more than the visionary document ought to contain. The group wants the document to be a useful tool upon which to prioritize and make decisions, but it also does not want to set out specific mandates for implementation. It was suggested that the group might need to clarify what it means by “goals.”

WORKSHOP RECOMMENDATIONS	SYNTHESIS GROUP DISCUSSION
Communicate desired conditions balanced with realistic expectations. There is both a desire to present the optimum transportation system in 20+ years, and a deep concern about generating unrealistic expectations. There is also a reluctance to try to project funding 20 years hence, and a recognition that a five-year funding picture is much more accurate. Participants consider one very important clarification is providing clear communication about funding constraints.	The synthesis group also proposed providing an optimum vision, unconstrained by funding or any other constraint. It was expressed that if constraints or limitations were stated, ITD would operate within the constraints rather than at the opportunity of the vision. Some remained concerned about potential unrealistic expectations. Later, in the discussion about the plan's content, the group did allow for a discussion about challenges.
Producing a public-friendly document. While the plan is popular as a decision-making tool, it was also considered a public informational document that identifies the department function, describes the public need, outlines goals and the commitment to coordination, and serves as an public informational tool to depict the transportation system vision and how we get there.	The synthesis group agreed that this is a public document, informational tool, depicting a common vision and stimulating coordination. The group's discussion, articulated in more detail below, focused on how the document can also be a tool that enables others to understand, and ultimately support, ITD decisions and initiatives in the context of the shared vision.
Developing an intermodal perspective. In general, participants recognized that ITD is primarily highways-oriented. There is a desire to enrich the intermodal perspective; there is also recognition that, in reality, doing so is difficult. Many felt that connections between intermodal systems would be our primary focus.	Proposed for a vision was a statement seeking "integrated transportation in Idaho." The synthesis group sought integration of intermodal aspects with the plan, but did not address the Idaho-specific challenges others identified with achieving or articulating that integration.

In the first series of workshops, other recommendations and discussions about the purpose of the LRTP were presented at one meeting or by one group at one of the meetings, but weren't necessarily a consistent theme or potential agreement. The synthesis group discussed some, but not all, of these recommendations as reflected in the table that follows:

WORKSHOP RECOMMENDATIONS	SYNTHESIS GROUP DISCUSSION
Considering and balancing urban and rural interests. While this concern was not reflected much on the written recommendations, it was frequently raised as an important and significant consideration during the discussion portion of most meetings.	The synthesis group discussed this dynamic only to the extent that it is inherent in a concept for an integrated system.
Directing each District to develop its own Long Range Plans (LRPs) with more specific goals based on their own system needs.	This proposal was not discussed.

**LONG RANGE TRANSPORTATION PLANNING DOCUMENT
CONCEPTUALIZING PROCESS FOR PURPOSE AND CONTENT
SUMMARY REPORT: OCTOBER 11, 2001**

WORKSHOP RECOMMENDATIONS	SYNTHESIS GROUP DISCUSSION
Creating a document to communicate to other agencies about ITD's goals.	In some detail, the synthesis group discussed the document's use in coordinating efforts, stimulating decision-making, developing a collective vision and communicating ITD's future to other agencies. This aspect will be repeated in many parts of this summary.
Developing measurable standards for each transportation mode, taking into account growth patterns and projected fund availability.	Measurements were not discussed.
Providing guidance for intermodal connectivity.	Integration of modes was central to the discussion, although without specifics as to how.
Considering projected state growth.	When forecasting was raised as a question for inclusion to the plan, the synthesis group stated its preference to have the future condition of the state reflected in general, but for specific forecasting activities to occur in other plans.
Having the Idaho Transportation Board and Director concur/provide guidance and definitions regarding document.	Under "How will the LRTP be developed" below is a discussion about how the plan will require both top-down and bottom-up approaches.
Using the existing plan with some revision, as it fulfills the LRTP purpose.	The synthesis group discussed this option, and stated that if we are going to go through this effort, to make something visionary out of it.
Using the plan as a resource to validate the District's decisions.	It is hoped that a discussion about principles in the LRTP will enable/validate District-level decision-making, in that they can point to the shared direction all are pursuing.
Using the plan to help prioritize Department funds across Districts.	This was not discussed.
Questioning whether this is an ITD LRTP or a state LRTP.	According to the synthesis group discussion, this plan is both. The process and project is led by ITD, but in a coordinated fashion that includes key stakeholders in the initial round, and over time broadens its reach to all others as it is developed. The plan is not intended to direct others' decisions or tell them what to do, but it is intended to be a vision all share and can be used for decision-making.
Linking decisions to plan goals.	The synthesis team talked about principles, rather than goals, and that those principles can be referenced in decision-making. Other than that, this concept was not discussed.
Recognizing it is a highway plan and focus on intermodal connections	There is a desire to make it an integrated plan inclusive of all modes. The manner in which that is done is not yet articulated.

How should the LRTP be developed?

Specifically, the synthesis group proposed that ITD provide the leadership in developing the first generation of the vision and the document in coordination with key players to include District Planners, MPOs, transit officials, local jurisdictions, land use plans, modal administrators, Districts, Executive Team and the Board. As the vision is refined, the circle will continue to grow. The hope is that the vision will be one generally accepted and validated by the public. Conscientious work with stakeholders and innovative approaches to public involvement were proposed. This approach is widely consistent with that proposed at the workshops.

There was a specific question about “how much of the top-down do we need to provide so we can work from the bottom-up?” There was recognition that this process would be both top-down and bottom-up and iterative, and at the intersection where those processes come together there will be integration and the finalization of a guiding vision.

How should the LRTP be used?

Workshop results describe the LRTP as a guidance document and decision-making tool internal to ITD and external to agencies and other professionals interested in transportation issues in Idaho. While use as a public information piece was often mentioned during the discussion of the plan’s purpose, it was mentioned infrequently in response to the question about how the plan would be used.

The synthesis group’s recommendation was similar, in that the document will be a tool to develop and share the vision with others, stimulate coordination, and guide ITD and other transportation decision-making processes. It will also provide for integration of modes and coordinated decision-making. It was suggested that this plan, developed collaboratively with key stakeholders and the public, will become a shared document that will subsequently engender support and understanding for key decisions ITD has to make. The group’s recommendations are consistent with the interest in having a document to use as the basis of future decisions and for driving decisions and direction in other planning documents.

Respective to other uses proposed for the plan, the synthesis team did not discuss the LRTP as a measurement tool, as a guide for developing District plans, or to track implementation.

How should the LRTP be updated?

The synthesis group provided no specific recommendation on updating the document, except to note that values will change, the document should be updated, and that update should not necessarily be tied to the Transportation Bill as that implies the vision is tied to funding.

Workshop participants were interested in having a flexible plan, a living document and one that is meaningful and does not sit on the shelf. The plan would have to

accommodate new or changing conditions with relative ease, and that means ongoing updates. Among workshop participants, suggestions and discussions for updating were varied, including updating the plan continuously or frequently to ensure it is current, to looking at the plan every five years because of the long-term nature of the plan. One frequently proposed suggestion was that the plan be reevaluated with each Transportation Bill, since major funding or regulatory change can occur when a new Bill becomes law. Other local and demographic considerations can be considered with each update.

The LRTP is prepared by and for whom?

ITD will provide the leadership in drafting, presenting and coordinating development of the document and the vision, but the process will involve increasing numbers of stakeholders along the way. Participants described this process by using terms including “tiered,” “layered,” and “cascade.” The audience includes ITD, the legislature, decision-makers, ITD’s Boards, local governments and planning organizations and others.

This recommendation is relatively consistent with the workshop results, which proposed ITD leadership in plan development, and coordination with many internal and external stakeholders. The plan is specifically prepared for ITD. It should also be a guidance document for MPOs, local highway jurisdictions and other transportation and planning professionals. It is also a public document that presents the vision and enables the public to understand what ITD does, how it functions, and the challenges associated with its decision-making.

CONTENT

What should the LRTP contain? Why?

The synthesis group proposed the following plan contents:

- Vision
- Principles and values and why they are valuable to the state. Principles will include items such as those spontaneously generated at this meeting and are included in Attachment F, page 3.
- Challenges facing the department. The group did not want to constrain the vision. It was articulated that if we develop a constrained vision, that is the best we will do. If we develop an unconstrained vision, that opens the door to many more possibilities. So while the vision will be presented in an unconstrained fashion, a section articulating ITD’s challenges could help inform the public on the operational challenges, position the public to support significant proposed change, i.e. legislative, and prevent the creation of unrealistic expectations—a concern frequently discussed during the workshop stage of this process.
- Integration—this is how this plan relates in context to others, where they are unified and how they inform, it will describe the collective plans and how they fit this vision

- This document will not be data-specific, nor will it do specific forecasting. However, it may have a general description of what the future holds and how ITD is working to address it.

Compared to workshop participants' recommendations, the synthesis group recommendations have many similarities, although often less specific:

WORKSHOP RECOMMENDATIONS	SYNTHESIS GROUP DISCUSSION
The 20-year vision—a fully developed vision of the future transportation system without constraints, and with a means to communicate where we are heading, but there are constraints in getting there.	The synthesis group desires a fully developed vision without constraints
Funding—projected and constraints. Find a way to present a fully developed vision and then bring it back to the funding realities. Might possibly include an explanation of the funding process and how the highway authorization process works, and it might be a tiered approach—what we do, what we're going to try do, and what we'd like to do.	The synthesis group is concerned that if they apply constraints, ITD will operate within the constraints rather than push for the highest opportunity. It allowed for some discussion of challenges in order to help people understand some of ITD's requirements, funding mechanisms and other implementation issues.
ITD mission, goals and priorities. Goals and priorities are more likely described by category and issue, rather than by divisions or projects (maintenance, operations, rehabilitation, etc.).	The synthesis group requested vision, principles and values (or, why those principles are important to Idaho) as the proposed content. The team's discussion proposed principles on a topical basis (rather than divisions or projects). The team opted out of listing "goals," thinking they were too specific. Some interest may exist for a follow-on discussion as to what we mean by "goals" in this context.
Guidance and policy that explains how we make decisions that are tied to articulated statewide priorities.	The synthesis team discussion indicated that articulating principles will help others make decisions and prioritize.
Discussion about growth and demographics and what that means to the future of the transportation system in Idaho—basing our best vision on those assumptions, and being clear that they are only assumptions and predictions (especially beyond five years). Groups did not articulate to what level of detail this information ought to be presented.	The proposal is for a general description of potential future conditions only, but for specific details and forecasting to be done in lower level plans.
A description of the ITD function, structure and operations. Up to but no more than the general corridor level of detail.	The synthesis team did not discuss this recommendation.
The commitment to ongoing coordination with communities, governments and stakeholders.	The synthesis team proposed this commitment to coordination to be one of their stated principles, and also suggested that the process of doing so in the development of this plan will likely become a paragraph or section in the document.

Other outlying recommendations made by workshop participants were not specifically discussed, including:

- Describing the role of state highways and interstates.
- Identifying future needs and functions (classification/route) and miles/number of general type of deficiency.
- Provide measurable preferred standards for each mode.
- Including realistic policies with realistic implementation strategies.
- Goals and objectives for all transportation modes in Idaho for the next 20 years.
- Direction to select projects—future developments.
- Strategies for doing things that we can't do now, i.e. rail service and alternative funding sources, freeing ourselves from existing paradigms.
- Guidelines for prioritizing district needs within state funding. And
- Establishing a minimum outline for District LRPs to ensure development and motivate implementation.

To what level of detail? Why?

The synthesis group proposed a document that is visionary and outlines principles and values, integrates plans and modes and stimulates coordination, helps with decision-making, and generates a publicly shared vision with potential future support for ITD decisions. It is not project or data specific.

Similarly, workshop participants proposed an LRTP that is more general than specific, although with perhaps a little more specificity than the synthesis group's recommendation. It may provide a snapshot of the existing system, and outlines the vision, goals and categorical priorities for decision-making. Specific detail, however, is retained in specific planning documents, and those can be referenced. If details are included, they need to be achievable and fundable. While dollar amounts for 20 years out are probably not included, percentages of allocations may be. Current financial data might be used to help illustrate financial constraints. Going to the Corridor level (not projects, but just identifying corridors) was as specific as any recommendation proposed. Deferring to sub-planning modules (strategic, business, district corridor, etc.) for that specificity was usually recommended.

What should the LRTP not do or contain?

The synthesis group agreed with the recommendations of workshop participants as outlined in their summary recommendation. The document should not be project specific, mention project names or contain project lists. Participants felt that Corridor Plans, Modal Plans, the STIP and other plans get at that specificity in a more realistic way (shorter time frame) and that to add that level of detail to the LRTP would not only be duplicative, but would create unrealistic expectations in both plan development and implementation when applying the same sort of rigor to a 20-year picture. The document should not use acronyms, be too complex or provide a 20-year funding forecast.

OTHER RECOMMENDATIONS

The synthesis group recognized and proposed the style and format comments proposed by workshop participants. Among those were requests to keep it simple, concise, short, readable, jargon-free, in layman's terms, graphically appealing and with references to other planning documents. A good executive summary was a repeated recommendation.

Most meetings included questions and discussion about the degree to which the Director and Board support the process and the final plan. That high-level commitment to the final product is the key to its role as a guidance document.

CONCEPT

On September 11, 2001, ITD executive management approved the concept as developed through the workshops and focused by the synthesis group. Discussion and enhancements made to the concept by executive management are reflected in the meeting summary and flip chart notes included as Attachment H. The group recommended that the concept be presented to the Idaho Transportation Board.

The Idaho Transportation Board approved the concept as proposed at its meeting on September 20, 2001. That concept provides a framework on which ITD can build the actual document.

The document will not be called a Long Range Transportation Plan. Rather, it will be an integrated transportation vision, the exact title to be named in the subsequent development process.

Summarily, the document's **purpose** is to provide guidance for driving the integration of Idaho's transportation system for both internal and external audiences. It will provide guidance for ITD planning and decision-making and for integration of modes. It is a tool to share the vision with others, generating their support and providing a basis for coordinated decision-making. The living document will:

- Articulate an unconstrained vision for the transportation system looking out 25 years and beyond;
- Outline ITD's principles and values that guide and direct, enable decision-making, and collectively lead to an integrated transportation system;
- Be a driving document and decision-making resource to plans that support it (Corridor, Reaches, Strategic, District, Modes, etc.);
- Unify and integrate that variety of plans;
- Integrate modes;
- Stimulate coordinated decision-making; and
- Be subject to a development process reflecting ITD leadership, stakeholder involvement and a statewide public process.

The document's **content** will include:

- The vision;
- ITD principles and values and why they are valuable to the state;
- Challenges;
- Integration and context of all plans—unifying the collection of plans and describing how they fit this vision and work together; and
- A general description of what the future holds and how ITD will work to address it.

The document will be written in a simple, concise, public-friendly manner. It will be general in nature and easily accessible.

NEXT STEPS

The next steps are the pursue plan development. The Division of Planning will prepare a project plan, comprised of the general tasks that follow. The process is anticipated to take up to two years to complete.

1. Establish an ITD/Stakeholder “Integrated Transportation Vision Team” to work as a sounding board/oversight to project and plan development, which may include the convening of subcommittees for specific project areas;
2. Pursue information development by reviewing data needs, collecting data, developing initial principles and values, and drafting an initial vision and document;
3. Prepare and implement a public process, to include a public involvement program, communications plan, public opinion surveys, tracking and documenting, and incorporating public input to vision/plan revisions; and
4. Approving, publishing and distributing the final document.

**Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
List of Participants**

District 1

Perfect, John, ITD D1
Porcelli, Mike—ITD D1 Traffic
Richardson, Carole—ITD D1 Transportation Planner
Roletto, Jim—ITD D1 PDE
Storjohann, Andrea—ITD D1 Assistant District Engineer
Wichman, Rand—Kootenai County Planner

District 2

Carpenter, Jim—ITD D2 District Engineer
Helm, Kenneth G.—ITD D2 Transportation Planner
Kuisti, David B.—ITD D2 PDE
Moore, Doug—ITD D2 Assistant District Engineer
Parish, Bill—ITD Aeronautics Board Member
Sweeney, Bruce—ITD Board Member, D2

District 3

Fairless, Kelli—VIATrans
Hennings, Jonathan—ITD D3 Transportation Planner
Lowe, Pamela—ITD D3 District Engineer
Shannon, Eric—ITD D3 Assistant District Engineer
Sparks, Jack—ITD D3 TSEA

District 4

Blick, Gary—Idaho Transportation Board Member, D4
Fields, Jackie—ITD D4 PDE
Humphrey, Bob—ITD D4 Transportation Planner
Malone, Scott —ITD D4 Assistant District Engineer
Rigby, Devin—ITD D4 District Engineer
Schierman, Jon—ITD D4 Regional Engineer

District 5

Bala, Ed—ITD D5 District Engineer
Binggeli, Ron—City of Pocatello Public Transit Department
Byington, Mori—Bannock Planning Organization Administrator
Harmon, Judy—ITD D5 Transportation Planner
Matthews, Lisa—Bannock Planning Organization Planner
Nelson, Lee—Pocatello Airport Administrator
Rindlisbacher, Blake—ITD D5 Assistant District Engineer
Rumsey, Phil—ITD D5 PDE
Thomas, Sandi—Blackfoot/Bingham Greenbelt
Wubker, Alan—ITD D5 Environmental Planner

District 6

Cole, Tom—ITD D6 District Engineer
Combo, Jack—Idaho Transportation Board Member, D6
Hahn, Ken—ITD D6 Area Engineer
Holmstrom, Lance—ITD D6 Transportation Planner
Humberd, Mike—Idaho Falls Regional Airport Administrator
Jennings, Brent—ITD D6 ADE
Koon, Cathy—ITD D6 Public Involvement
Kremer, Brian—ITD D6 Area Engineer
Shaw, Bill—ITD D6 PDE
West, Darrell—Bonneville Metropolitan Planning Organization

Intermodal Working Group

Bonakdar, Ali—COMPASS
Clark, Dennis—ITD HQ Environmental
Falkner, Larry—ITD Public Transportation
Flatz, Gerald—Local Highway Technical Assistance Council
Frey, Scott—Federal Highways Administration
Harmon, Judy—ITD D5 Transportation Planner
Haynes, Joe—Local Highway Technical Assistance Council
Holmstrom, Lance—ITD D6 Transportation Planner
Keely, Byron—Local Highway Technical Assistance Council
Kerr, Ron—ITD HQ Rail Planner
Le Cornu, Ethel—Nez Perce Tribe
Matthews, Lisa—Bannock Planning Organization Planner
McNeese, Mark—ITD HQ Bicycle Pedestrian Planner
Pickerill, Wayne—ITD Aeronautics Planner
Rich, Steve—ITD Office of Highway Safety
Richardson, Carole—ITD D1 Transportation Planner
Sanderson, Gary—ITD HQ Transportation Planning
Young, Garry—ITD HQ Transportation Planning

Synthesis Group

Bower, Dwight—ITD Director
Bala, Ed—ITD D5 District Engineer
Carpenter, Jim—ITD D2 District Engineer
Cole, Tom—ITD D6 District Engineer
Falkner, Larry—Administrator, Division of Public Transportation
Lowe, Pamela—ITD D3 District Engineer
Rigby, Devin—ITD D4 District Engineer
Ross, Jim—Chief Engineer, Division of Highways
Rountree, Charlie—Administrator, Division of Transportation Planning
Stratten, Jeff—ITD Public Affairs
Statham, William—ITD Division of Aeronautics
Storjohann, Andrea—D1 Assistant District Engineer
Winder, Chuck—Idaho Transportation Board Chair
Zabala, Stephanie—ITD Public Affairs office (observer)

ITD Executive Management

Bower, Dwight—Director
Detmar, Mary—Administrator, Budget, Policy & Intergovernmental Relations
Detmar, Morris—Administrator, Division of Motor Vehicles
Falkner, Larry—Administrator, Division of Public Transportation
Higgins, Sue—ITD Board Secretary
Ross, Jim—Chief Engineer, Division of Highways
Rountree, Charlie—Administrator, Division of Transportation Planning

Idaho Transportation Board of Directors

Winder, Chuck – Chair
Blick, Gary—District 4
Combo, John—District 6
McClure, Monte—District 3
McHugh, John—District 1
Miller, Neil—District 5
Sweeny, Bruce—District 2

**LONG RANGE TRANSPORTATION PLAN
DEVELOPMENT MEETING
ITD District 2
August 2, 2001**

Agenda

PURPOSE: To conceptualize a *Long Range Transportation Plan* that will be a useful and visionary guidance document for ITD efforts in the next 20-25 years and meet our legal requirements. The subsequent plan development and product will be subject to public involvement.

Meeting Objectives:

- 1. Discuss the purpose of the LRTP**
 - 2. Understand its role in the context of other ITD planning documents, and**
 - 3. Solicit your ideas for creating a visioning document you find most useful**
-

10:30 a.m.	Kick-off and Introductions: Marsha Bracke, Facilitator
10:50 a.m.	Why we're here—Patti Raino
11:10 a.m.	The planning picture—Matthew Moore
11:40 a.m.	Questions about the LRTP—Marsha Bracke
Noon	LUNCH
1:15 p.m.	The Long Range Transportation Plan—facilitated discussion
2:15 p.m.	Focusing the LRTP—facilitated discussion
3:15 p.m.	Closing remarks—facilitator
3:30 p.m.	ADJOURN

**Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
List of Recommendations**

RECOMMENDATION 1

Purpose

Policy based

Integrated with modal plans

Flexibility and direction—corridor plans

How

Broad involvement—informed consent, many create vision

Various agency stakeholders and organizations

Public opinion research—multimodal priorities

Priorities—regional and state—reaches

?Sprawl? Land use?

By

ITD (through informed involvement)

For

Use by all transportation agencies throughout state

Everyone – users, visitors, consumers

Update

Updated based on federal highway authorization bill

Content

Long range (20-year)

Vision and general policies

Goals to achieve the vision

Not project specific – it will provide clear direction to select projects – future developments—
establish priorities regionally and statewide

Not

Project specific. Leave that in local (corridor plans, TIPS, etc.)

Able to deal with change in circumstances, policies, funding, politics

Clarification

Compare with new highway plans and update as appropriate

Idea: associates STIP projects with LRTP policy (state projects/locals can if they want)

RECOMMENDATION 2

Purpose

Guide for ITD

Information for the public

Why?

To be consistent

To show how and why we do our job

Developed

Developed by transportation Department—input from everyone—Districts, aeronautics, HQ,
MPOs rail

Updated

Updated by a change. Not each year but when there has not been any change

What is in it?

Transparent to the public

First, must include the vision without regard to funding or practical nature

Second, must include what is “doable” tied to constraints

Third, must include what we are doing (i.e. maintenance, overlay)

Fourth, must include what isn’t going to be done (the little guys, “routes”)

Detail required

Keep it simple

Detail must be achieved

Be able to benchmark, performance monitoring, ☹

NOT

Be so complex that it gets lost in detail

(Do) avoid being project/priority specific

Other recommendations

Interstate coordination

How we are going to move freight

Put final on the net

Look out past the highways

Keep an open mind to other modes

Address the environment

Clarification

Guide = how we look at our system, mobility issues

Educational tool for public

“Consistent” – within the department to make sure we’re working toward the same goal

No jargon

If you put details in, they have to be achievable, fundable

Want to be able to look in the rear view mirror and see what we’ve accomplished.

Someone ought to be able to take this plan and in 20 minutes present it to Rotary, etc., so its understood

Coordinate effort with contiguous states

Don’t get so fixed on what we currently do (lands) that we don’t look at the options, like rail (in spite of statutes)

RECOMMENDATION 3

Purpose

A philosophy of transportation management in support of needs

Plan should be context sensitive with input from multiple stakeholders including the decision-makers.

“By the people and for the people”

Unifying document for all medium to long range plans

Content

Include a snapshot of existing system

What are the criteria for changing the existing or creating a new system

Detail included in other documents but an overview is included in the plan, additional detail will make the plan cumbersome and not useable.

Not contain

Project lists

Chaff

Acronyms

Other Recommendations:

Plan overview- public and decision-makers detail plan—for users

Clarification

Consider the users: one part is for us and the other part is for the outside

Maps/pictures/data are options for showing where we are today

Perhaps a bibliography to direct to more detail, Web

RECOMMENDATION 4

Purpose

Provide broad scope guidance to develop transportation decisions

Comply with federal regulations

Provide measurable standards for each transportation mode, taking into account growth patterns and projected fund availability

Provide guidance for intermodal connectivity

Use/implement/develop update

Should be used and developed by all transportation stakeholders

Should be updated biannually

Content

Broad scope guidelines

Provide measurable preferred standards for each mode.

Should communicate transportation requirements and goals to local governments to help them guide land use planning

Encourage ongoing, active coordination between community government and transportation providers

Should not contain

Directives to local governments

Specific projects

20 year funding forecasts, 5 year is sufficient

Goals or strategies which are contradictory to ITD's current strategic plan

Other

Coordinate with connections at state borders

Clarification

Strategic plan changes all the time—a broader vision might drive a change. If that happens update accordingly

Consult with community plans, long range plans

RECOMMENDATION 5

Purpose

Help select projects for STIP

Education tool for locals/public

Purpose of state roads

How

Get public input on needs and local/public buy-in (ask, what do you want?)

Update

5 years or less

Content

Financial constraints

Priorities—what is needed/where

Corridor and corridor segments including transit needs, access control, any capacity improvements, bicycle/pedestrian needs

What is should not be

No strictly policy document

Clarification

Regarding update—track how you did since last update...provide an “update” if possible, rather than produce entirely new document

Track progress even if on a broader level document

Would you measure your decisions against LRTP? It would be great to have a document that outlines decisions/justifies, directs, informs.

What about identifying “phantom” projects? Why they will/will not be built?

RECOMMENDATION 6

Purpose

Publicly state long-term goals

Public won't have unrealistic expectations

Provide clear direction to department about how goals are achieved

Document for communicating to other agencies the goals of ITD

How should it be developed

Intensive and extensive public involvement

Fiscally constrained

Educate public about limitations

Policy document that identifies roles of agencies and coordination communication between agencies

Updated

Minimum of every five years

Content

Realistic policies including realistic implementation strategies

Some discussion about fiscal issues/constraints

What should it not be or contain?

Regulatory document

Have unrealistic elements

Coordination with locals

Incorporate land use issues

Clarification

Any suggestions on how to best do public involvement/agency coordination?

Find easier ways, i.e., internet questionnaire, phone surveys, so people don't have to leave their house

Compass 2010 invited representative people to participate in facilitated discussions including educational program, small group reports, personal invitations to come talk

Go to where they are

Need to consider what you want out of the involvement effort

If this is really a statewide document, it's not just a local planning document—yes—include agencies. Overall guiding document, what we are, how we interact, roles with highways, policy level-broad strategies

Question of level of detail—the more we can get the better off we are

Need to have the interaction with other agencies before putting out a document

Implement on District level with Corridors, Reaches

Outline steps for implementation

A generation away from much specificity, but can perhaps move toward more specificity.

RECOMMENDATION 7

Purpose

Broadly identify functions/needs

Set funding priority for accomplishing functions and needs

Development

Do this (two activities above).

Seek input from community/agency groups (e.g. transportation committees). Revise. Go public and revise.

Use

Set funding allocations

Set project development targets (function targets)

Updates

Correspond with highway bill updates

Content

Identify future needs and functions (classification/route) and miles/number of general type of deficiency

Identify priorities (like (1) operations, (2) rehabilitation, (3) improvement in existing DOH strategic plan) for fixing needs and future

Detail

Almost none. Planner speak “broad details”

No project names, specific locations/percent target (make these broad or lower policy)

Clarification

Functions: development, maintenance, operations

Broader than strategic plan in terms of detail—provides direction for next document down

Public has to know that there are fiscal constraints and Department has to know that we’ll operate within them. Communicate funding realities.

Want flexibility to respond to local needs

General guidance—setting the stage for policy to be made. Once it’s out and it changes then constant revision.

Implementation shouldn’t be part of this plan.

Something that identifies function and distills needs—done for general consumption/priorities

Written at a 6th grade level

RECOMMENDATION 8

Purpose

Provide guidance, set parameters

Define what the transportation system is and the purpose, functions and what it does.

Economic (why develop plan)

Set goals

For whom does this plan apply?

ITD reference, basis for coordination with others

Include stakeholders in development of the plan – practical aspects/ownership, subsets of ITD organization, i.e. District sections, political stakeholders

Updated

Every three years- incorporated changes in community, needs funding, etc.

(reformat in 3-ring binder for easy changes)

Contain/communicate?

Not single dimension document, inclusive, intermodal format for coordination
Fully (fairly) developed vision of the future transportation system
Current demographic info and projected information
Policy/barrier constraints, funding projected and mandates
ITD mission statement
ITD structure and operations
Address issues, urban vs. rural

Detail

Make reference to other corridor plans, etc.
Balance between general and specific

Not contain

No project planning, specific projects
What the document is, what it is not, other plans
Limitations of the document

Clarification

Educational tool
Suggestion for involvement, ongoing advisory committee structure to get continuity, full participation
Funding information changes radically, frequently
Contain barriers and changes we'd like to see in the future.
What we can do/what we would do if....
Achieve a balance--maintain in relevance without too much detail between vision and practicability.

RECOMMENDATION 9

Purpose

Needs to give long-range direction to the Department as well as provide the public with ITD's vision of the future.
Why? Because we are a publicly supported agency charged with providing long-term transportation solutions.

Developed

Through a combination of internal discussion and in-depth public involvement, using other states as an example.

Use

Long range land use/preservation
Long range funding options—private, government, corporate, local
Long range expenditure requirements

Implementation (to whom)

Distributed to all local agencies as well as internally with an (expectation?/requirement?) for use and general public that request

Updated

Minimum of every two years

Content

Our best (flexible) "vision," based on facts/data, of what we expect in 20 years.
Why? 20-year predictions are only predictions and subject to change based on growth, land use, major development, etc.
Planning level of detail. Use today's dollars/ball park numbers. Layman's terms. Avoid LOS or ADT. NOT project-specific.
Should not contain specifics that can lead to false expectations.

SIMPLE/CONCISE!

Clarification

Department-wide context from which more specific plans fall out—cohesive
Somehow need to incorporate use of reaches vernacular/concept—at least for Division of
Highways but might have use for other modes as well
State/emphasize flexibility, forecast predictions vs. goal/requirements
Make detail simple and not restrictive

RECOMMENDATION 10

Purpose

Establish overall statewide transportation “goals”
Direct each district to develop plan with more specific “goals” based on their own system needs

How

Revise/update current plan

Use

Use as a guide for district plan

Update

Update both state and district continuously based on policy change

By/For

Primarily ITD internal, available for public input or comment

Content

Generally what the 1995 plan has updated to TEA 21

Detail

Low level, higher level in district level

Not

Heavy on mandates

Detail

Clarification

Use existing document with a little revision and direction to districts to do long term planning on district level
Leave detail in district plan, have general lack of specificity
Emphasis, detail on district level
What about performance? Did districts do their plan?
District will be doing its own checking on its own performance, on its own plan. D With accountability to strategic plan.
District plans to be consistent and comply with statewide goals
Package? Separate plan with reference.

RECOMMENDATION 11

Purpose

Fulfill federal requirement
Provide vision for managing travel demand
Set guideline for developing detailed district plans
Develop statewide plan by refining existing plan

For/by Whom

Developed by HQ planning supported by ITD administration for internal ITD use

Update

Update with new federal funding bill

Content

Should be policy level document to provide guidelines for district level plans
Should contain guidelines for prioritizing district needs within state funding
Should not be project specific

Clarification

Regarding travel demand reference – we’re good at reacting – propose stimulating a move
visionary/creative/innovative look
Revision – reality check with public is fine but don’t expect them to provide vision for you, that’s
why we have leaders
Recognize there is more to it than moving cars, you affect land use
It provides “guidance” to districts to stimulate consistency in goals/format with flexibility to
address local needs
Could perhaps establish a “minimum” outline for district plan

RECOMMENDATION 12

Purpose

Take into account projected state growth
The plan should be used to accommodate the growth by providing transportation systems that will
meet the needs of that growth

Why

To meet the needs of both urban and rural interests
To coordinate the growth of the state

How should the LRTP be developed?

As a work in progress with the ability to be flexible

Used?

For the direction of ITD to implement future projects

Implemented?

Adopted by the Board and used as a guide by the Department

Updated?

Frequently, as necessary

LRTP Content

Wisdom and guidance
Why? Because that is what we need!
Guide for developing corridors and reaches

Detail

Should be general and defer to its sub-planning modules: strategic, business, corridor etc.

Not contain

Unachievable goals
Specific projects
Rigidness
Why? It is an overall vision and goal based on predictions

Clarification

Principally an ITD tool to “guide” rather than “react”
Can be revised as needed
Direction of where we’re going—not identify specifics. Corridor plan/reaches have the details
that reflect the LRTP
Do reflect whether plans, projects accommodate the direction, growth
Not cast in stone, perhaps updated in longer intervals since it is a long-term plan
Validates decisions (in support of LRTP)

Proactive – preserve/build according to anticipated needs
Explains how planning documents work together
It's a vision as opposed to a plan

RECOMMENDATION 13

Purpose

Guiding vision of the ITD over 20 years based on public input

Why? Road map/long range

How

Based on broad based public involvement

Used/Implemented?

Basis of decisions for the future

Integrated with all other documents and the basis for their conclusions

Update

Yes – 5 years

Who?

For the public interest

Content

Goals and objectives for all transportation modes in Idaho for next 20 years. Establish a set of priorities with in the goals and objectives or a means to establish priorities between projects.

Detail

Not to project level.

Not specific projects – no detailed information or connection to funding.

Other

Good graphics and easy to read, oriented to the public

Clarification

Develop our vision based upon broad input and develop priorities based on that input

RECOMMENDATION 14

Purpose

Strong question of need to be established

If needed, provides context – mapping to all other planning efforts, otherwise too abstract

Plan should be developed as a high level plan from top down not bottom up, used by senior leaders as map to next 20 years.

Content

Simple

Connective

Clear

Useful/instructive

Level of detail is sufficient to accomplish purpose. See previous confusion on this point

Should not be

Detailed

Prescriptive

Formulaic

Ignorable

Recommend

Transportation board and director decide purpose and need context

Clarification

Not sure what document is for so not sure about level/need for public involvement
Re top-down/bottom up – what does that mean about your level of involvement? Our recommendation is that board/director provide guidance and definitions regarding document purpose
We're already efficiently functioning in context of existing documents and working with stakeholders, (corridor plans/STIP) so don't know what else we need
Existing plan fulfills purpose
Describe purpose in context of other plans – be contextual
Have to reference other modes

RECOMMENDATION 15

The presenter emphasized that this breakout group did not have consensus on the following recommendation.

Purpose

Policy document
Sleep inducer
General vision
Connected to modal and corridor plans.

For whom

For decision makers, officials

Content

General policy
Low level of detail, down to corridors
Concise, quick read. Less than 25 pages.

Not be

Not re-create modal plans.
Not be project specific

Recommend

Three-ring binder for updating

Clarification

Good executive summary
Admit that in this state it is a highways plan, and for the modes it is about connections (*offered by one participant*)

RECOMMENDATION 16

Purpose

A. Policy

Apex of the planning process, directs the planning process and document. Corridor plans, reaches, new alignments, private development, MPO predictions
Funding, addressed to the corridor level
Training, education to process

B. Goals (objectives)

Planning, environment, local-state cooperation, inter-modal, preservation

Whom

For ITD – MPO's – local highway district/counties – private planners

By

Districts, MPO's

Content

Drives level of detail, probably to corridor level and dollars identified

Update

Amendments increase flexibility 2-3 years frequency max

Other

Planning process designed and implemented uniformly state wide

Clarification

For whom – policies are for ITD – trickles to district level

ITD is the tool/means to implement public's transportation objectives

ITD has expertise to develop and supply to public

Use what we have today and make it our planning process

Question about role of public – what do they drive? What do we recommend and propose?

Recognize difference between involvement and information

Is the LRTP the planning process or culmination of the planning process?

RECOMMENDATION 17

Purpose

Identify “categorical” priorities (e.g. ride)

“Coordinative” document for modal plans, administrative policies

How

Developed—coordinate with stakeholders and their plans

Used—direction to decision-makers, internal and external

By whom

Planners, ITD Board, District Engineers

Content

Policies, goals, vision, corridors

Detail

Identify corridors

LRTP Not Contain

Projects

Corridor Plans

Clarification

Not corridor studies, but identify those that warrant attention

Identify basic issues, themes, considerations

Ties together—a place for cohesion

Not project specific

Categories also refer to issues

**Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
Workshop Flip Chart Notes**

WELCOME!

Long Range Transportation Plan
“LRTP”
District 1
July 20th, 2001

Objectives

- Discuss LRTP purpose
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document you find useful

Agenda

8:30 Start
8:50 Why we're here
9:10 The planning picture
9:40 Questions
10:00 Break
10:15 Discussion – Round 1
11:15 Discussion – Round 2
12:15 Closing comments
12:30 Adjourn

Ground Rules

- Everyone participates
- Offer ideas, suggestions
- Be creative and forward thinking
- Honor time constraints
- Listen
- Don't monopolize, interrupt, or have side conversations
- Have fun and laugh

Questions and Comments

Relation to Other Plans

- How does/will LRTP relate to reaches STIP, etc...?
- How do we avoid any wasteful duplication of effort among them?
- Why can't the LRTP and the Strategic Plan be one and the same?
- How does LRTP relate to Department's Strategic Plan and each District's Strategic Plan?
- How does LRTP relate to Reaches Plan?
- Where do corridor plans, reached plan and LRTP differ? Why do we need all 3?
- How does the LRTP relate to the STIP?

D1 LRP

- Does the LRTP have to be statewide? We're already working on a District Long Range Plan, (very detailed).
- How is the current District LRP effort to be incorporated into state LRP? Let's not duplicate effort.

- How much is HQ aware of the current D1 LRP effort?

Purpose

How do you make a state wide plan specific enough to be useful? It seems that the broader the document the less it will be used.

Content

- How will LRTP be kept “realistic” with budget without restraining “creativity”?
- Will the LRTP be tied to money?

Involvement

- How do community concerns fit into the LRTP?
- How will outside entities be involved and be kept involved?
- Concern – amount of local agency time ITD is already monopolizing.
- How will the public be involved with this process (LRTP)?

Updates

- Will the LRTP be reviewed and changed annually or when?

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for ... whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not be or contain? Why?
4. Other recommendations....?

Group 1

Purpose

- Establish overall statewide transportation “goals”
- Direct each district to develop plan with more specific “goals” based on their own system needs

How

- Revise/update current plan

Use

- Use as a guide for district plan

Update

- Update both state and district continuously based on policy change

By/For

- Primarily ITD internal, available for public input or comment

Content

- Generally what the 1995 plan has updated to TEA 21

Detail

- Low level, higher level in district level

Not

- Heavy on mandates
- Detail

Clarification

- Use existing document with a little revision and direction to districts to do long term planning on district level
- Leave detail in district plan, have general lack of specificity
- Emphasis, detail on district level
- What about performance? Did districts do their plan?
- District will be doing its own checking on its own performance, on its own plan. D With accountability to strategic plan.
- District plans to be consistent and comply with statewide goals
- Package? Separate plan with reference.

Group 2

Purpose

- Fulfill federal requirement
- Provide vision for managing travel demand
- Set guideline for developing detailed district plans
- Develop statewide plan by refining existing plan

For/by Whom

- Developed by HQ planning supported by ITD administration for internal ITD use

Update

- Update with new federal funding bill

Content

- Should be policy level document to provide guidelines for district level plans
- Should contain guidelines for prioritizing district needs within state funding
- Should not be project specific

Clarification

- Regarding travel demand reference – we’re good at reacting – propose stimulating a move visionary/creative/innovative look
- Revision – reality check with public is fine but don’t expect them to provide vision for you, that’s why we have leaders
- Recognize there is more to it than moving care, you affect land use
- It provides “guidance” to districts to stimulate consistency in goals/format with flexibility to address local needs
- Could perhaps establish a “minimum” outline for district plan

WELCOME!

Long Range Transportation Plan
“LRTP”

District 2

August 2, 2001

Objectives

- Discuss the purpose of the LRTP
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document YOU find most useful

Agenda

10:00 Start
10:15 Why we're here
10:30 The planning picture
10:50 Questions about LRTP
11:00 Lunch
12:00 LRTP discussion – round 1
1:00 LRTP discussion – round 2
2:00 Closing remarks
2:15 Adjourn

Ground Rules

- Everyone participate actively
- Be creative – forward thinking
- Offer ideas, suggestions
- Respect one another – don't monopolize or interrupt
- Honor time constraints
- Have fun!! Laugh at every opportunity

Questions and Comments

Background

- One of your bullets was private/intergovernmental partnerships? Is this long range?
- How does the Strategic Plan fit into the LRTP?

Purpose

- I would like the plan to reflect what we do without raising expectations above what can be delivered.
- Plan should help guide public thinking.
- State Growth. Planning—what part does transportation want to play? Does document direct this?
- How does our mission statement relate to the Long Range Transportation Plan?
- This sounds more like a tool for ITD. Do we want that?
- Transparent plan?
- Will this plan be tailored to fit our current practice?
- Plan should prioritize what we do.
- In terms of dollars, what are the priorities in the transportation system?
- What is the significance of border trade routes?
- At this point in time, fossil fuels are the basis of our mobility. What other possibilities exist?

Content

- Try to find a better plan for public transportation, where it can work and where it cannot.
- Does the plan discuss future modes of transportation?
- What is the method for recognizing the interdependence of some modes on highways? Bikes for transportation?
- Better projection of costs and time table of projects—adjust as necessary
- Plan should discuss the impacts of funding changes – “next TEA”
- Plan has a need to reflect why the ITD “doesn’t” fix certain roads
- How do the economies of the region fit the LRTP?

Public Involvement

- How can the public put input into the LRTP? Is this our document or an interactive document?
- How do we get more public involvement
- NET. (Reach the people.)
- Public involvement? (Not much time if due by Oct.)
- Do we take this out for public comment?

Format

- Keep it straight and forward

Update

- Continue to upgrade or adjust the plan on annual basis as we find ways to become more efficient. Example—Washington legislation?

Other

- How do we best fund the plan(s)?

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for ... whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not be or contain? Why?
4. Other recommendations....?

Group 1

LRTP Purpose: What should it be?

- Take into account projected state growth
- The plan should be used to accommodate the growth by providing transportation systems that will meet the needs of that growth

Why

- To meet the needs of both urban and rural interests
- To coordinate the growth of the state

How should the LRTP be developed?

- As a work in progress with the ability to be flexible

Used?

- For the direction of ITD to implement future projects

Implemented?

- Adopted by the Board and used as a guide by the Department

Updated?

- Frequently, as necessary

LRTP Content

- Wisdom and guidance
- Why? Because that is what we need!
- Guide for developing corridors and reaches

Detail

- Should be general and defer to its sub-planning modules: strategic, business, corridor etc.

Not contain

- Unachievable goals
- Specific projects
- Rigidity
- Why? It is an overall vision and goal based on predictions

Clarification

- Principally an ITD tool to “guide” rather than “react
- Can be revised as needed
- Direction of where we’re going—not identify specifics. Corridor plan/reaches have the details that reflect the LRTP
- Do reflect whether plans, projects accommodate the direction, growth
- Not cast in stone, perhaps updated in longer intervals since it is a long-term plan
- Validates decisions (in support of LRTP)
- Proactive – preserve/build according to anticipated needs
- Explains how planning documents work together
- It’s a vision as opposed to a plan

Group 2

Purpose

- I. Guide for ITD
- II. Information for the public

Why?

- I. To be consistent
- II. To show how and why we do our job

Developed

Developed by transportation Department—input from everyone—Districts, aeronautics, HQ, MPOs rail

Updated

Updated by a change. Not each year but when there has not been any change

What is in it?

- Transparent to the public
- First, must include the vision without regard to funding or practical nature
- Second, must include what is “doable” tied to constraints
- Third, must include what we are doing (i.e. maintenance, overlay)
- Fourth, must include what isn’t going to be done (the little guys, “routes”)

Detail required

- Keep it simple
- Detail must be achieved
- Be able to benchmark, performance monitoring, ☹

NOT

- Be so complex that it gets lost in detail
- (Do) avoid being project/priority specific

Other recommendations

- Interstate coordination
- How we are going to move freight
- Put final on the net
- Look out past the highways
- Keep an open mind to other modes
- Address the environment

Clarification

- Guide = how we look at our system, mobility issues
- Educational tool for public
- “Consistent” – within the department to make sure we’re working toward the same goal
- No jargon
- If you put details in, they have to be achievable, fundable
- Want to be able to look in the rear view mirror and see what we’ve accomplished.
- Someone ought to be able to take this plan and in 20 minutes present it to Rotary, etc., so its understood
- Coordinate effort with contiguous states
- Don’t get so fixed on what we currently do (lands) that we don’t look at the options, like rail (in spite of statutes)

WELCOME!

Long Range Transportation Plan
“LRTP”

District 3

July 23, 2001

Objectives

- Discuss LRTP purpose
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document you find useful

Agenda

8:30 Start
8:50 Why we're here
9:10 The planning picture
9:40 Questions
10:00 Break
10:15 Discussion – Round 1
11:15 Discussion – Round 2
12:15 Closing comments
12:30 Adjourn

Ground Rules

- Everyone participates
- Offer ideas, suggestions
- Be creative and forward thinking
- Honor time constraints
- Listen
- Don't monopolize, interrupt, or have side conversations
- Have fun and laugh

Questions and Comments

ITD Planning

- Coordination/inter-relationship between Reaches and Corridor Plans

Purpose

- Need to clearly define our priorities: type of work; where
- Need a document to help us select projects for STIP
- It is important to encourage through our policies at all levels meaningful cooperation for developing integrated systems
- Policy vs. politics

Content

- Need to find a way to frame a meaningful dialogue about balancing modal options
- How do we develop a balanced intermodal system with the financial constraints?
- Boise, Nampa, Caldwell at one time had a rail system (successful), could happen again. Highway money should be spent on this.
- Interstate system—only room on right of way for four lanes each direction—not enough money in the program to accomplish this.

- Bicycle/pedestrian priorities
- Fiscal constraints
- What are funding options that are realistic, preserve and maintain current infrastructure, and create viable alternatives for the public?

Coordination with others

- Coordination of LRTP with local transportation and land use

Present Recommendations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for...whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not contain? Why?
4. Other recommendations...?

Group 1

Purpose

- Help select projects for STIP
- Education tool for locals/public
- Purpose of state roads

How

- Get public input on needs and local/public buy-in (ask, what do you want?)

Update

- 5 years or less

Content

- Financial constraints
- Priorities—what is needed/where
- Corridor and corridor segments including transit needs, access control, any capacity improvements, bicycle/pedestrian needs

What is should not be

- No strictly policy document

Clarification

- Regarding update—track how you did since last update...provide an “update” if possible, rather than produce entirely new document
- Track progress even if on a broader level document
- Would you measure your decisions against LRTP? It would be great to have a document that outlines decisions/justifies, directs, informs.
- What about identifying “phantom” projects? Why they will/will not be built?

Group 2

Purpose

- Publicly state long-term goals
- Public won't have unrealistic expectations
- Provide clear direction to department about how goals are achieved
- Document for communicating to other agencies the goals of ITD

How should it be developed

- Intensive and extensive public involvement
- Fiscally constrained
- Educate public about limitations
- Policy document that identifies roles of agencies and coordination communication between agencies

Updated

- Minimum of every five years

Content

- Realistic policies including realistic implementation strategies
- Some discussion about fiscal issues/constraints

What should it not be or contain?

- Regulatory document
- Have unrealistic elements

Other

- Coordination with locals
- Incorporate land use issues

Clarification

- Any suggestions on how to best do public involvement/agency coordination?
- Fine easier ways, i.e., internet questionnaire, phone surveys, so people don't have to leave their house
- Compass 2010 invited representative people to participate in facilitated discussions including educational program, small group reports, personal invitations to come talk
- Go to where they are
- Need to consider what you want out of the involvement effort
- If this is really a statewide document, it's not just a local planning document—yes—include agencies. Overall guiding document, what we are, how we interact, roles with highways, policy level-broad strategies
- Question of level of detail—the more we can get the better off we are
- Need to have the interaction with other agencies before putting out a document
- Implement on District level with Corridors, Reaches
- Outline steps for implementation
- A generation away from much specificity, but can perhaps move toward more specificity.

WELCOME!

Long Range Transportation Plan
“LRTP”

District 4, June 8, 2001

Objectives

- Discuss the purpose of the LRTP
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document you find most useful

Agenda

10:30 Start
10:50 Why we're here
11:10 The planning picture
11:40 Questions
Noon LUNCH !!!!
1:15 Discussion – LRTP – part 1
2:15 Discussion – LRTP – part 2
3:15 Closing Items
3:30 Adjourn—thank you!

Ground Rules

- Have fun—laugh heartily at every opportunity
- Respect one another—don't monopolize or interrupt
- Honor time constraints
- Offer ideas/suggestions/solutions
- Listen and participate—actively
- Be creative—forward thinking

Questions and Comments

Planning Challenges

- Historically, it has been very difficult (at the District level) for us to be “visionary” (20 years +) when we seem to always be reacting to growth. Somehow we need to move toward being more visionary or pro-active.
- Public involvement process not conducive to 20-year plan.
- We need to be able to defend the long range planning need, particularly as we move closer and closer to a “preserve and maintain” existence.

LRTP: Purpose

- How can the LRTP help District 4 do better planning?
- Is LRTP an internal or external document?
- LRTP should use priority language for: operations, preservation, rehabilitation, improvements
- Can we prioritize through policies?
- Should this plan prioritize policies as far as maintenance vs. construction?
- “Policy document” doesn't appear to work. At least it is too broad for use in the STIP and more focused documents.
- What context works for District 4?

- DOH is getting better at strategic planning. LRTP could look like a strategic plan for “Mobility.”

LRTP: Content

- Inflation and 6-year federal programs funding make it somewhat difficult to long range plan
- Needs to be fiscally constrained
- Should the long range plan include projected costs of projects?
- Define pavement vs. design deficiency/upgrades. Need policy guidance for costs.
- Do we want good pavement structure? How do we get that when the result may impact other goals or policies?
- How can/should this plan address transportation needs resulting from intense growth? How can it impact funding?
- Should LRTP endorse small group goals (possible at the expense of larger needs?)
- Should bike paths (or other modes) be prioritized as “of equal importance” to road maintenance?
- Does long-range plan deal with other than highway development?

LRTP: Format

- LRTP should be “easy” enough for public and local officials/transportation committee use
- The plan should come out simple and easy to follow or it won’t be used

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for ... whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not be or contain? Why?
4. Other recommendations....?

Group 1

Purpose

- Needs to give long range direction to the Department as well as provide the public with ITD’s vision of the future.
- Why? Because we are a publicly supported agency charged with providing long-term transportation solutions.

Developed

- Through a combination of internal discussion and in-depth public involvement, using other states as an example.

Use

- Long range land use/preservation
- Long range funding options—private, government, corporate, local
- Long range expenditure requirements

Implementation (to whom)

- Distributed to all local agencies as well as internally with an (expectation?/requirement?) for use and general public that request

Updated

- Minimum of every two years

Content

- Our best (flexible) “vision,” based on facts/data, of what we expect in 20 years.
- Why? 20-year predictions are only predictions and subject to change based on growth, land use, major development, etc.
- Planning level of detail. Use today’s dollars/ball park numbers. Layman’s terms. Avoid LOS or ADT. NOT project-specific.
- Should not contain specifics that can lead to false expectations.
- SIMPLE/CONCISE!

Clarification

- Department-wide context from which more specific plans fall out—cohesive
- Somehow need to incorporate use of reaches vernacular/concept—at least for Division of Highways but might have use for other modes as well
- State/emphasize flexibility, forecast predictions vs. goal/requirements
- Make detail simple and not restrictive

Group 2

Purpose

- Broadly identify functions/needs
- Set funding priority for accomplishing functions and needs

Development

- Do this (two activities above).
- Seek input from community/agency groups (e.g. transportation committees). Revise. Go public and revise.

Use

- Set funding allocations
- Set project development targets (function targets)

Updates

- Correspond with highway bill updates

Content

- Identify future needs and functions (classification/route) and miles/number of general type of deficiency
- Identify priorities (like (1) operations, (2) rehabilitation, (3) improvement in existing DOH strategic plan) for fixing needs and future

Detail

Almost none. Planner speak “broad details”

No project names, specific locations/percent target (make these broad or lower policy)

Clarification

- Functions: development, maintenance, operations
- Broader than strategic plan in terms of detail—provides direction for next document down
- Public has to know that there are fiscal constraints and Department has to know that we'll operate within them. Communicate funding realities.
- Want flexibility to respond to local needs
- General guidance—setting the stage for policy to be made. Once it's out and it changes then constant revision.
- Implementation shouldn't be part of this plan.
- Something that identifies function and distills needs—done for general consumption/priorities
- Written at a 6th grade level

Evaluation

+	?
Skeptical about small groups but turned out well—encourage you to continue using small group—can focus better	Helpful to have at least looked at old plan (might have been detrimental too)—sent out agenda (ask planners to distribute agendas) in advance (2)
Like the concept of a 20-year plan	Might try to balance “types” in each group,
Surprising that there was so much similarity among the two very different groups	More information coming into the meeting
Better to come to the meeting cold and liked it—glad that we weren't making comparisons—good	Having categories before writing comments would have helped me focus—but it also might have limited comments—keep the same

WELCOME!

Long Range Transportation Plan
“LRTP”

DISTRICT 5

July 18th, 2001

Objectives

- Discuss purpose of LRTP
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document YOU find useful

Agenda

8:30 Start
8:50 Why we're here
9:10 The planning picture
9:40 Questions- LRTP
10:00 BREAK
10:15 LRTP discussion-Round 1
11:15 LRTP discussion-Round 2
12:15 Closing remarks
12:30 Adjourn

Ground rules

- Everyone participates
- Be creative and forward thinking
- Offer ideas and suggestions
- Don't monopolize, interrupt, have side conversations
- Respect one another
- Honor time constraints
- Have fun and laugh vigorously

Questions and Comments

Background

- It seems that with the STIP, reaches corridor studies, environmental document processes are all in place. You pointed out a disconnect but it looks like a new plan could easily include the existing processes that we have in place.
- How does LRTP relate to reaches? Which one is intended as our vision?
- How does LRTP relate to ITD's state GIC plan?
(Note that at district level, project selection is driven extensively by ITD strategic plan, plus administration and board policy.)
- How do we get by government regulations?

Purpose

- What system, (state or local), will the LRTP focus on? I.e. is this a state highway plan or a statewide transportation plan?
- Identify key processes where the IT plan should be brought into and brought to bear. Recognize and assign responsibility for knowing and applying principles of the plan.
- LRTP should provide funding? Targets? at least to a level of percent expended on preservation, capacity, safety, etc.

- Opportunity to integrate intermodal transportation with ITD schedules projects.
- Opportunity to implement creative transportation system.
- Prefer to see this document as a visioning document.
- It seems that the budget for LRTP is uncertain. Idaho relies on federal funds for projects and we can expect 3 to 4 new transportation bills/laws over the next 20-25 years. This will pose a nice challenge.
- Include intermodal issues along with transit issues.

Content

- Encourage the creation of greenways and preservation and environment.
- Main line corridor preservation, access MGT zoning, limit strip development
- Take other, (than single occupancy vehicles), travel modes seriously and operationalize policies and principles expressed in the plan.
- LRTP should develop performance measures for each mode.
- There should be a concentrated effort in the new plan to link planning and implementation- i.e. the daily work that we do vs. the resources we need
- Will this plan include a component for improving cooperation with regulatory agencies such as the Corps, NEPA?
- How can competing interests be resolved, i.e., bike/pedestrian vs. transit vs. highways?
- Identification of long-range problems and needs: urban areas – increase in population growth.
- Safety, fix kinks, avoid shortsighted growth patterns, e.g. the Pocatello bypass.
- Provide alternate routes/shortcuts, trim delays, save energy and money.
- Long Range Planning should continue to provide for the Public Transit Mix, where practical
 1. Includes design of roadways that provide for transit where appropriate, lanes in large urban areas
 2. Transit turnouts
 3. Continuing recognition of the multi-modal component in all appropriate planning areas
 4. Encouragement as is practical, of alternative modes of transportation.

Process

- How are the decision-makers brought into the process?
- Will the document enable communities to integrate their plans with state plans?

Updates

- Will the document be able to be updated to accommodate changes in needs, funding, politics and etc..?
- To be more meaningful, LRTP should be updated biannually.
- Ensure that this document is a “living” document and that it does not just sit on the shelf.

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for ... whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not be or contain? Why?
4. Other recommendations....?

Group 1

Purpose

- Provide guidance, set parameters
- Define what the transportation system is and the purpose, functions and what it does.
- Economic (why develop plan)
- Set goals

For whom does this plan apply?

- ITD reference, basis for coordination with others
- Include stakeholders in development of the plan – practical aspects/ownership, subsets of ITD organization, i.e. District sections, political stake holders

Updated

- Every three years- incorporated changes in community, needs funding, etc. (reformat in 3-ring binder for easy changes)

Contain/communicate?

- Not single dimension document, inclusive, intermodal format for coordination
- Fully (fairly) developed vision of the future transportation system
- Current demographic info and projected information
- Policy/barrier constraints, funding projected and mandates
- ITD mission statement
- ITD structure and operations
- Address issues, urban vs. rural

Detail

- Make reference to other corridor plans, etc.
- Balance between general and specific

Not contain

- No project planning, specific projects
- What the document is, what it is not, other plans
- Limitations of the document

Clarification

- Educational tool
- Suggestion for involvement, ongoing advisory committee structure to get continuity, full participation
- Funding information changes radically, frequently
- Contain barriers and changes we'd like to see in the future.
- What we can do/what we would do if....
- Achieve a balance--maintain in relevance without too much detail between vision and practicability.

Group 2

Purpose

- A philosophy of transportation management in support of needs
- Plan should be context sensitive with input from multiple stakeholders including the decision-makers.

- “By the people and for the people”
- Unifying document for all medium to long range plans

Content

- Include a snapshot of existing system
- What are the criteria for changing the existing or creating a new system
- Detail included in other documents but an overview is included in the plan, additional detail will make the plan cumbersome and not useable.

Not contain

- Project lists
- Chaff
- Acronyms

Other Recommendations:

- Plan overview- public and decision makers detail plan- for users

Clarification

- Consider the users: one part is for us and the other part is for the outside
- Maps/pictures/data are options for showing where we are today
- Perhaps a bibliography to direct to more detail, Web

Group 3

Purpose

- Provide broad scope guidance to develop transportation decisions
- Comply with federal regulations
- Provide measurable standards for each transportation mode, taking into account growth patterns and projected fund availability
- Provide guidance for intermodal connectivity

Use/implement/develop update

- Should be used and developed by all transportation stakeholders
- Should be updated biannually

Content

- Broad scope guidelines
- Provide measurable preferred standards for each mode.
- Should communicate transportation requirements and goals to local governments to help them guide land use planning
- Encourage ongoing, active coordination between community government and transportation providers

Should not contain

- Directives to local governments
- Specific projects
- 20 year funding forecasts, 5 year is sufficient
- Goals or strategies which are contradictory to ITD’s current strategic plan

Other

- Coordinate with connections at state borders

Clarification

- Strategic plan changes all the time—a broader vision might drive a change. If that happens up date accordingly
- Consult with community plans, long range plans

LONG RANGE TRANSPORTATION PLAN WORKSHOP

July 17, 2001

District 6

Flip Chart Notes

WELCOME!

Long Range Transportation Plan

“LRTP”

District 6

July 17th, 2001

Objectives

- Discuss the purpose of the LRTP
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document YOU find most useful

Agenda

8:30 Start

8:50 Why we're here

9:10 The planning picture

9:40 Questions about LRTP

10:00 Break

10:15 LRTP discussion – round 1

11:15 LRTP discussion – round 2

12:15 Closing remarks

12:30 Adjourn

Ground Rules

- Everyone participate actively
- Be creative – forward thinking
- Offer ideas, suggestions
- Respect one another – don't monopolize or interrupt
- Honor time constraints
- Have fun!! Laugh at every opportunity

Questions and Comments

Background

- Who prepared the 1995 LRTP? Has it been updated? Does it cover all transportation bureaus or areas? (highway, air, rail, port)
- What is the difference between “reaches” concept and LRTP, (other than the length of time)?
- Are business Plans and strategic plans compatible with LRTP?
- Where does the “state highway plan of 1997” fit in the LRTP?
- Will existing plans have to be reexamined in light of the new LRTP?

Format

- Plan should be flexible
- Degree of flexibility once set, is it rigid?
- Who will actually use the plan?
- How can we make this plan more public friendly, (readable, understandable)?

- What can we do to make this document more of a living plan than a dust-gathering shelf piece?

Process

- Our environmental “partners” need to come to the LRTP table and “buy-in” to the future!
- Our public “partners” need to be more involved and realize/be introduced to the challenges ahead!
- What role should the public have in determining direction?
- Is weight given on the inputs? Some groups have more than others?
- Environmental “partnering” should replace “mitigation” efforts
- What input and cooperation is there from Railroad company?
- What can we do to get better public involvement in the planning process?
- Planning process – hierarchy (high level/low level), feedback loops, effectiveness metrics, is model correct? Management commitment to planning process

Purpose

- How can you have a meaningful long-range plan when you’re subject to yearly appropriations and changes in focus at the national level?
- Will LRTP reflect money constraints?
- Will LRTP allow flexibility for future unknowns, such as funding?
- Will LRTP create “protection” for some types of projects? For instance: if we don’t have enough money to preserve what we have, will we still be pressured into doing major, big dollar improvements?

Content

- How is the LRTP tied to funding? Personnel resources?
- Identification of long range problems and needs: Tools used, (models etc. and coordination) Correlation with projects placed in the STIP
- Reaches: How will they impact available resources and future projects? What is the analysis/justification for reaches projects over other possible alternatives?
- Baseline system: description, operations, maintenance, life cycle model, evolution of user, expectations and standards
- Future models: description, assumptions of growth, goals, available funding, efficiencies through technology or linkages or changed user patterns
- Future model II: challenges, short falls, opportunities, etc...
- Full and frank discussion of current inconsistencies, under-funding, public education, legal enforcement, and all other things that drive engineers nuts! Are other current skills up to the challenge?
- Coordination of planning documents and decisions, (not always based on planning), with local plans. How can this better be accomplished?
- Needs to have a solid grounding in land use/demographics, need to anticipate technological changes
- Doesn’t a long-range plan thus need to be clear and concise objectives which become the guide posts for implementation with adherence to such guide posts given the variables over which we have no control?
- The corridor levels seems to be the finest level of detail required
- Where are the central decision making points?
- Private participation in costs from major developers
- Sooner or later our mountainous two lane roads will need to be wider

Measurements

- How do we hold people (ITD) accountable for adhering to the plan? (Tracking...)
- How does ITD administer the LRTP? Performance based?
- Does ITD have a plan to measure results? If so how?
- When will the Feds get a sense of humor?
- Bill Shaw needs to represent D – 6 at the big synthesis meetings

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for ... whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it not be or contain? Why?
4. Other recommendations....?

Group 1

Purpose

- Guiding vision of the ITD over 20 years based on public input
- Why? Road map/long range

How

- Based on broad based public involvement

Used/Implemented?

- Basis of decisions for the future
- Integrated with all other documents and the basis for their conclusions

Update

Yes – 5 years

Who?

For the public interest

Content

- Goals and objectives for all transportation modes in Idaho for next 20 years. Establish a set of priorities with in the goals and objectives or a means to establish priorities between projects.

Detail

- Not to project level.
- Not specific projects – no detailed information or connection to funding.

Other

- Good graphics and easy to read, oriented to the public

Clarification

- Develop our vision based upon broad input and develop priorities based on that input

Group 2

Purpose

- Strong question of need to be established
- If needed, provides context – mapping to all other planning efforts, otherwise too abstract
- Plan should be developed as a high level plan from top down not bottom up, used by senior leaders as map to next 20 years.

Content

- Simple
- Connective
- Clear
- Useful/instructive
- Level of detail is sufficient to accomplish purpose. See previous confusion on this point

Should not be

- Detailed
- Prescriptive
- Formulaic
- Ignorable

Recommend

- Transportation board and director decide purpose and need context

Clarification

- Not sure what document is for so not sure about level/need for public involvement
- Re top-down/bottom up – what does that mean about your level of involvement?
Our recommendation is that board/director provide guidance and definitions regarding document purpose
- We're already efficiently functioning in context of existing documents and working with stakeholders, (corridor plans/STIP) so don't know what else we need
- Existing plan fulfills purpose
- Describe purpose in context of other plans – be contextual
- Have to reference other modes

Group 3

Purpose

- A. Policy
- Apex of the planning process, directs the planning process and document. Corridor plans, reaches, new alignments, private development, MPO predictions
- Funding, addressed to the corridor level
- Training, education to process
- B. Goals (objectives)
- Planning, environment, local-state cooperation, inter-modal, preservation

Whom

- For ITD – MPO's – local highway district/counties – private planners

By

- Districts, MPO's

Content

- Drives level of detail, probably to corridor level and dollars identified

Update

- Amendments increase flexibility 2-3 years frequency max

Other

- Planning process designed and implemented uniformly state wide

Clarification

- For whom – policies are for ITD – trickles to district level
- ITD is the tool/means to implement public's transportation objectives
- ITD has expertise to develop and supply to public
- Use what we have today and make it our planning process
- Question about role of public – what do they drive? What do we recommend and propose? Recognize difference between involvement and information
- Is the LRTP the planning process or culmination of the planning process?

WELCOME!

Long Range Transportation Plan
“LRTP”

District 6

July 17th, 2001

Objectives

- Discuss LRTP purpose
- Understand its role in the context of other ITD planning documents
- Solicit your ideas for creating a visioning document YOU find most useful

Agenda

9:10 Start
9:20 Why we’re here
9:40 The planning picture
9:55 Questions about LRTP
10:00 Break
10:15 LRTP discussion – round 1
11:00 LRTP discussion – round 2
11:45 Closing remarks
12:00 Adjourn

Ground Rules

- Everyone participate actively
- Be creative – forward thinking
- Offer ideas, suggestions
- Respect one another – don’t monopolize or interrupt
- Honor time constraints
- Have fun!! Laugh at every opportunity

Questions and Comments

Background

- What is the State of Idaho Transportation Department PIP (Public Involvement Plan)?
- Is the PIP different/same for each District? Local Highway Districts?

Purpose

- Assumptions about growth should be part of plan, and where it will go, land use
- How are you going to ensure that the planning document will take into account the projected change in population and capacity and volume issues across the state?
- The plan should list specific projects, strategies, mobility tools, system management activities, etc. as well as policies, goals, etc., to make the plan more “viable” in the minds of the public and ITD employees
- The plan should be developed to serve the state’s purposes (federal issues are guidance, not the purpose)
- The plan should clearly address the future needs, means, and barriers (address funding)
- The plan must be grounded in reality! Assumptions about SOV and intermodal opportunities must be reasonable

Highways

- Preserve corridors now lest we later pay top dollar
- Congestion relief strategies
- Technology to improve the most risky thing we do each day—drive
- Will highway capacity needs be a part of this plan
- Primary presence in all districts is Division of Highways. Need to move more of an “intermodal” presence into districts
- Is the highway mode focus on the state highway system, or all highway systems in state (local, public lands, ITD)
- Maybe the plan should focus on identified corridors

Modes

- What is ITD management’s commitment to development of intermodal facilities?
- Connections to alternate modes will improve their popularity
- How will modes not controlled by ITD be brought into fold—feds unable?
- How integrate all modes into planning processes?
- Plans for all modes of transportation should also be integrated into the LRTP process and included in the “spheres” in the slide presentation to stimulate creative thought
- How will the LRTP tie the sub plans into it?
- How will the plan include or reflect modal plans

Implementation/Evaluation

- How will we give the LRTP “teeth”? Needs to become part of Districts’ mandates somehow.
- What strategies will the plan use to make certain that it gets implemented?
- Process to evaluate effectiveness of the plan
- How are you going to ensure that this document is used and is not just placed on the shelf?
- Mechanisms to implement the plan, such as Board and Administration policies, should be developed so that next LRTP is not a “shelf” document
- Measurable objectives, etc., need to be developed so that we can determine on a periodic basis if the goals of the plan are being met
- Move to District Administrator instead of District Engineer

Involvement—other jurisdictions/public

- How do you envision to coordinate it with local transportation and land use plans?
- How will the LRTP coordinate the local or regional planning efforts?
- Truly commit to an effective public involvement process focused on partnering and collaboration (no more we know best!)
- Will there be a way to tie the LRTP to local jurisdiction plans?
- How will this plan tie to the local transportation needs
- What level of public involvement is appropriate?

Updates/schedule

- How will the LRTP be updated so that it is a living document not a static one?
- Should all mode’s LRP’s be updated at the same time?
- What is the schedule? Is there any deadline?
- Would a 1-3 year “update” require less intense effort?

Presentations

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?

- ? By and for ... whom?
- 2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
- 3. What should it not be or contain? Why?
- 4. Other recommendations....?

Group 1

Purpose

- Identify “categorical” priorities (e.g. ride)
- “Coordinative” document for modal plans, administrative policies

How

- Developed—coordinate with stakeholders and their plans
- Used—direction to decision-makers, internal and external

By whom

Planners, ITD Board, District Engineers

Content

- Policies, goals, vision, corridors

Detail

- Identify corridors

LRTP Not Contain

- Projects
- Corridor Plans

Clarification

- Not corridor studies, but identify those that warrant attention
- Identify basic issues, themes, considerations
- Ties together—a place for cohesion
- Not project specific
- Categories also refer to issues

Group 2

The presenter emphasized that this breakout group did not have consensus on this recommendation.

Purpose

- Policy document
- Sleep inducer
- General vision
- Connected to modal and corridor plans.

For whom

- For decision makers, officials

Content

- General policy
- Low level of detail, down to corridors
- Concise, quick read. Less than 25 pages.

Not be

- Not re-create modal plans.
- Not be project specific

Recommend

- Three-ring binder for updating

Clarification

- Good executive summary
- Admit that in this state it is a highways plan, and for the modes it is about connections (*offered by one participant*)

Group 3

Purpose

- Policy based
- Integrated with modal plans
- Flexibility and direction—corridor plans

How

- Broad involvement—informed consent, many create vision
- Various agency stakeholders and organizations
- Public opinion research—multimodal priorities
- Priorities—regional and state—reaches
- ?Sprawl? Land use?

By

- ITD (through informed involvement)

For

- Use by all transportation agencies throughout state
- Everyone – users, visitors, consumers

Update

- Updated based on federal highway authorization bill

Content

- Long range (20-year)
- Vision and general policies
- Goals to achieve the vision
- Not project specific – it will provide clear direction to select projects – future developments—establish priorities regionally and statewide

Not

- Project specific. Leave that in local (corridor plans, TIPS, etc.)
- Able to deal with change in circumstances, policies, funding, politics

Clarification

- Compare with new highway plans and update as appropriate
- Idea: associates STIP projects with LRTP policy (state projects/locals can if they want)

**LONG RANGE TRANSPORTATION PLAN
DEVELOPMENT MEETING
SYNTHESIS MEETING
August 23, 2001**

Agenda

PURPOSE: To conceptualize a *Long Range Transportation Plan* that will be a useful and visionary guidance document for ITD efforts in the next 20-25 years and meet our legal requirements. The subsequent plan development and product will be subject to public involvement.

Meeting Objectives:

- 1. Review and understand the results of the LRTP Workshops**
- 2. Resolve questions associated with conflicting preferences**
- 3. Recommend the LRTP purpose and content—the concept—based on those activities**

8:30 a.m.	Review document and formulate questions - all
9:00 a.m.	Kick-off and Introductions: Marsha Bracke, Facilitator
9:10 a.m.	Background—the purpose of the project and the project so far – Patti Raino
9:20 a.m.	Question and answer – all to Patti, Matt, Marsha
10:00 a.m.	BREAK
10:15 a.m.	Resolution (facilitated discussion) <ul style="list-style-type: none">➤ The LRTP Purpose➤ The LRTP Content➤ Other
11:45 a.m.	Next Steps
12:00 noon	ADJOURN

Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
Facilitator's Summary for Synthesis Group

RECOMMENDATIONS

Recommendations were written on flip charts and were to be as consistent as possible with the following outline:

1. Purpose
 - What should it be? Why?
 - How should it be developed? Used? Implemented?
 - By and for whom?
2. Content
 - What should it contain? Why?
 - To what level of detail? Why?
3. What should in not be or contain? Why?
4. What other recommendations do you have?

The summary that follows presents the facilitators' interpretation of areas of agreement and differences in the collective recommendations.

The responses that follow are described in two distinct ways. The first section under each heading articulates those themes repeated throughout the Districts and the IWG meetings (or the large majority of) that are consistent and appear to be the generation of a consensus on that issue. The second section under each heading are more isolated comments that were generated by only one group or individual and tend to be a diverging opinion or outlying suggestion. This summary is intended to reflect the collective input in its entirety.

1 PURPOSE

2
3 *What purpose should the LRTP serve and why?*

4
5 General Agreements

6
7 In addition to fulfilling ITD's regulatory requirement for the document, there are some
8 consistent themes recommended for the LRTP's purpose. Generally, those include:

- 9
10 ➤ Articulating the vision for the transportation system in 20 years.
11 ➤ Establishing state- and department-wide goals for the transportation system by general
12 categories (as opposed to specific activities) for implementation at the District level.
13 ➤ Producing a unifying, coordinating document—one that enables the Districts to move
14 consistently toward statewide goals, and guides other ITD planning efforts, including the
15 Strategic Plan, Corridor Plans, Modal Plans, the STIP and others toward that same vision.
16 The LRTP can be the piece that unifies the rest, provides cohesion and illustrates how all the
17 plans work together.
18 ➤ Producing a policy/guidance document—one that sets parameters and priorities—enabling
19 decision-makers within and outside ITD to have a tool to assist in making decisions about
20 priorities and projects in a manner that is consistent with the overall vision, goals and
21 transportation system priorities.
22 ➤ Communicating desired conditions balanced with realistic expectations. There is both a
23 desire to present the optimum transportation system in 20+ years, and a deep concern about
24 generating unrealistic expectations. There is also a reluctance to try to project funding 20
25 years hence, and a recognition that a five-year funding picture is much more accurate.
26 Participants consider one very important clarification is providing clear communication about
27 funding constraints.
28 ➤ Avoiding extra or unrealistic requirements or expectations. The more specific the plan, the
29 more likely there is an expectation for a specific action to occur. Participants preferred to
30 leave that kind of specificity to existing planning documents, like Corridor Plans, Modal
31 Plans and the STIP, and provide references to them but not include specific commitments.
32 ➤ Producing a public-friendly document. While the plan is popular as a decision-making tool,
33 it was also considered a public informational document that identifies the department
34 function, describes the public need, outlines goals and the commitment to coordination, and
35 serves as an public informational tool to depict the transportation system vision and how we
36 get there.
37 ➤ Developing an intermodal perspective. In general, participants recognized that ITD is
38 primarily highways-oriented. There is a desire to enrich the intermodal perspective; there is
39 also recognition that, in reality, doing so is difficult. Many felt that connections between
40 intermodal systems would be our primary focus.

41
42 Other Recommendations

43
44 There were other recommendations and discussions about the purpose of the LRTP that were
45 presented at one meeting or by one group at one meeting, but can't be pointed to as a
46 consistent theme or potential agreement. These include:

- 47 ➤ Considering and balancing urban and rural interests. While this concern was not reflected
48 much on the written recommendations, it was frequently raised as an important and
49 significant consideration during the discussion portion of most meetings.
50 ➤ Directing each District to develop its own Long Range Plans (LRPs) with more specific goals
51 based on their own system needs.
52 ➤ Creating a document to communicate to other agencies about ITD's goals.

- Developing measurable standards for each transportation mode, taking into account growth patterns and projected fund availability.
- Providing guidance for intermodal connectivity.
- Considering projected state growth.
- Having the ITD Board and Director concur/provide guidance and definitions regarding document.
- Using the existing plan with some revision, as it fulfills the LRTP purpose.
- Using the plan as a resource to validate the District's decisions.
- Using the plan to help prioritize Department funds across Districts.
- Questioning whether this is an ITD LRTP or a state LRTP.
- Linking decisions to plan goals. And
- Recognizing it is a highway plan and focus on intermodal connections.

How should the LRTP be developed?

General Agreements

Most recommendations proposed broad involvement by agencies, organizations and the public to get input on needs, buy-in on the product and assistance in generating the vision. Some proposals were as specific as requesting public opinion research to scope priorities for multimodal issues and reaches throughout the state. Coordination with local jurisdictions, land use plans and municipal planning organizations were an often-repeated recommendation. The development process might be a public educational opportunity.

Other recommendations

Other recommendations and discussions of a more individual group nature included:

- Doing a simple update of the existing plan would suffice; and
- Questioning the role of the public in driving the vision and long-range plan as opposed to ITD's responsibility for creating and ensuring a vision and long range plan exist and are meaningful.

How should the LRTP be used?

General Agreement

Predominantly, participants thought the LRTP should be used as a guidance document and decision-making tool internal to ITD and external to agencies and other professionals interested in transportation issues in Idaho. Some of those decisions might be project specific, or about long-range land use and preservation and funding options.

While use as a public information piece was often mentioned during the discussion of the plan's purpose, it was mentioned infrequently in response to the question about how the plan would be used.

Other Recommendations

Other recommendations were to use the plan

- As a measurement tool. This was frequently questioned, discussed and identified as an important element. There was no agreement as to how much or what should be

- 1 measured and evaluated. Some specifically discussed the role of performance-based
2 measurements; others said they have enough to be accountable to and didn't want another
3 mandate, regulation or requirement to adhere to. While often discussed, measurements
4 and evaluations were rarely listed in specific recommendations.
- 5 ➤ As a guide for developing District plans.
 - 6 ➤ As the basis of future decisions and for conclusions drawn in other planning documents.
 - 7 ➤ As a tool distributed to local agencies for their reference and use.
 - 8 ➤ To track implementation. And,
 - 9 ➤ To measure decisions against—to justify, direct and inform those decisions.

10
11 *How should the LRTP be updated?*

12
13 General Agreement

14
15 Clearly participants are interested in a flexible plan, a living document, and one that is
16 meaningful and does not sit on the shelf. The plan would have to accommodate new or
17 changing conditions with relative ease, and that means ongoing updates.

18
19 Suggestions and discussions for updating were varied, including updating the plan
20 continuously or frequently (the shortest window proposed) to ensure it is current, to looking
21 at the plan every five years because of the long-term nature of the plan. One frequently
22 proposed suggestion was that the plan be reevaluated with each Highway Act, since major
23 funding or regulatory change can occur when a new Highway Act becomes law. Other local
24 and demographic considerations can be considered with each update.

25
26 Other Recommendations

27
28 Other individual comments respective to updating include:

- 29 ➤ Have the flexibility to respond to local needs; and
- 30 ➤ When revising the LRTP, a reality check with public is fine but don't expect them to provide
31 the vision.

32
33 *The LRTP is prepared by and for whom?*

34
35 General Agreement

36
37 The responsibility for developing the plan clearly rests with ITD Planning Division, in
38 coordination with many internal and external stakeholders. The plan is prepared for ITD
39 specifically and should act as a guidance document for MPOs, local highway jurisdictions
40 and other transportation and planning professionals. It is also a public document that presents
41 the vision and enables the public to understand what ITD does, how it functions, and the
42 challenges associated with its decision-making.

CONTENT

What should the LRTP contain? Why?

General Agreement

Generally, participants collectively thought the LRTP should contain

- The 20-year vision—a fully developed vision of the future transportation system without constraints, and with a means to communicate that that is where we are heading, but there are constraints in getting there.
- Funding—projected and constraints. Find a way to present a fully developed vision and then bring it back to the funding realities. Might possibly include an explanation of the funding process and how the highway authorization process works, and it might be a tiered approach—what we do, what we're going to try do, and what we'd like to do.
- ITD mission, goals and priorities. Goals and priorities are more likely described by category and issue, rather than by divisions or projects (maintenance, operations, rehabilitation, etc.).
- Guidance and policy that explains how we make decisions that are tied to articulated state-wide priorities.
- Discussion about growth and demographics and what that means to the future of the transportation system in Idaho—basing our best vision on those assumptions, and being clear that they are only assumptions and predictions (especially beyond five years). Groups did not articulate to what level of detail this information ought to be presented.
- A description of the ITD function, structure and operations. Up to but no more than the general corridor level of detail. And
- The commitment to ongoing, activity coordination with communities, governments and stakeholders.

Other Recommendations

Other outlying recommendations made included:

- Identifying potential policy barriers and constraints.
- Describing the role of state highways and interstates.
- Identifying future needs and functions (classification/route) and miles/number of general type of deficiency.
- Provide measurable preferred standards for each mode.
- Address urban vs. rural issues.
- Including realistic policies with realistic implementation strategies.
- Goals and objectives for all transportation modes in Idaho for next 20 years.
- Establish a set of priorities within the goals and objectives or a means to establish priorities between projects.
- Simple, connective, clear, useful/instructive, level of detail is sufficient to accomplish purpose.
- Direction to select projects—future developments.
- Strategies for doing things that we can't do now, i.e. rail service and alternative funding sources, freeing ourselves from existing paradigms.
- Guidelines for prioritizing district needs within state funding. And
- Establishing a minimum outline for District LRPs to ensure development and motivate implementation.

To what level of detail? Why?

General Agreements

The LRTP is preferably more general than specific. It may provide a snapshot of the existing system, and certainly outlines the vision, goals and categorical priorities for decision-making. Specific detail, however, is retained in specific planning documents, and those can be referenced. If details are included, they need to be achievable and fundable.

While dollar amounts for 20 years out are probably not included, percentages of allocations may be. Current financial data might be used to help illustrate financial constraints.

Going to the Corridor level (not projects, but just identifying corridors) was as specific as any recommendation proposed. Deferring to sub-planning modules (strategic, business, district corridor, etc.) for that specificity was usually recommended.

What should the LRTP not do or contain?

General Agreements

Participants were unanimous in their desire that the plan not be project specific, mention project names or contain project lists. Participants felt that Corridor Plans, Modal Plans, the STIP and other plans get at that specificity in a more realistic way (shorter time frame) and that to add that level of detail to the LRTP would not only be duplicative, but would create unrealistic expectations in both plan development and implementation when applying the same sort of rigor to a 20-year picture.

Other Recommendations

- No acronyms;
- Not prescriptive or regulatory in nature, laying out a series of mandates;
- Not a 20-year funding forecast;
- Not complex and lost in detail; and
- Not just a policy document.

1 OTHER RECOMMENDATIONS

2
3 General Agreement

4
5 Among the other recommendations offered by the groups, often repeated were requests to
6 keep it simple, concise, short, readable, jargon-free, layman's terms, graphically appealing
7 and with references to other planning documents. A good executive summary was a repeated
8 recommendation.

9
10 Most meetings included questions and discussion about the degree to which the Director and
11 Board support the process and the final plan. That high-level commitment to the final
12 product is the key to its role as a guidance document.

13
14 Other Recommendations

- 15
16 ➤ Put final on the Net;
17 ➤ Coordinate with connections at state borders;
18 ➤ Address the environment;
19 ➤ 25 pages or less;
20 ➤ Transportation board and director decide purpose and context and make this a high-level top
21 down rather than bottom-up process and product;
22 ➤ Possible tiers of information and placed on the web to be used in different ways;
23 ➤ Planning process designed and implemented uniformly statewide;
24 ➤ Three ring binder for updating (2);
25 ➤ Coordinate efforts with contiguous states;
26 ➤ Written at 6th grade level;
27 ➤ Maps, pictures, data are options, perhaps a bibliography to direct to more detail;
28 ➤ Consider the users—one part is for us and the other for the outside; and
29 ➤ Use what we have today and make it our planning process.

30
31 **NEXT STEPS**

32
33 At this junction, a Synthesis Meeting will be convened to evaluate this summary document and
34 the collective recommendations. Members of this team will include representatives from each of
35 the Districts, the IWG, specific headquarters personnel, and some members of the Executive
36 Team, including the Director. Their task is to study, discuss and blend these recommendations,
37 and develop a product that presents the **concept** for the next LRTP – its purpose and its content.
38

**Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
Synthesis Group Meeting Flip Chart Notes**

WELCOME!

Long Range Transportation Plan
Synthesis Meeting
August 23, 2001

Agenda

8:30	Review document & formulate questions (all individually)
9:00	Kickoff and process review
9:10	Background—Patti
9:20	Q&A
10:00	Break
10:15	Synthesize, resolve & recommend
11:45	Next Steps
Noon	Adjourn

Purpose of Project

To CONCEPTUALIZE a LRTP that will be a useful and visionary guidance document for the next 20-25 years for ITD and the primary users of the plan. Still subject to public involvement.

Purpose of this Meeting

To SYNTHESIZE the results of recommendations to date and PRODUCE a focused recommendation based on that synthesis.

Meeting Objectives

1. Review and understand LRTP workshop results
2. Resolve questions about conflicting preferences
3. Recommend LRTP purpose and content

Recommendation

1. Purpose
 - ? What should it be? Why?
 - ? How should it be developed? Used? Updated?
 - ? By and for whom?
2. Content
 - ? What should it contain? Why?
 - ? To what level of detail? Why?
3. What should it NOT be/contain? Why?
4. Other Recommendations

PURPOSE

What should it be? Why?

- Call it a “visioning” document
- Visioning document based on principles that guide and direct—principles based on some kind of criteria/values that lead us to integrated transportation in Idaho
- Long-range vision as opposed to plan
- Is perhaps a shelf document for many staff at the District level, but a driving document for the other plans we use every day—gives us guidance

- Tell how it ties to other documents, provides vision
- Other documents reflect this vision—tiered, layered, cascade effect
- Does it list priorities? Perhaps principles, not projects, gets at what we prioritize (don't prioritize principles, things you live by)
- "What does "vision" mean – the general
- And goals that we clearly understand (*this bullet crossed off after discussion*)
- Needs to have a component/principle that articulates connectivity to other entities—shows coordination of visioning effort—could be reflected in a number of ways
- Out proposal—take to others---ITD provides that leadership
- Tool to take to audiences to share vision, generate support for vision and decisions
- State vision in that it integrates modes and guides/advises on coordination with others in the ITD system/stimulates coordinated decision-making with others

How developed?

- We develop and go share/validate
- We develop with key players
- Where and when bring others in?
- Offer a vision developed with others and validate with others
- Be very thorough with partners and be innovative
- Both top down and bottom up—at intersection there will be integration
- Develop vision with District planners, modes, Board, Executive management all along the way

How used?

- Tool to take to audiences to share vision, generate support for vision and decisions
- A driving document for the other plans we use every day—gives us guidance
- State vision in that it integrates modes and guides/advises on coordination with others in the ITD system/stimulates coordinated decision-making with others
- Communicates vision and generates support for efforts

How updated?

- Not necessarily with Highway Bill because that implies we are tying it to funding
- Values will change over time. Need some sort of schedule.

By and for whom?

- Address to legislature, decision-makers, Boards, other entities
- Department provides leadership

CONTENT

- Vision
- Principles (here's why we think these are valuable to the state)
- Challenges
- Other products relate here
- This is the point of integration—informs
- Not data-specific
- Descriptor of collective plans that fit this vision
- Forecasting done in 15-year plan
- General description here of expectations

Not

- Project specific

- Pit one against the other (but should be inclusive, unifying)
- Refer to summary document & lines 33 and 34
- Constrained

PRINCIPLES

- Intermodal
- Safety
- Preservation
- Mobility
- Context sensitivity—partnership with stakeholders
- Increasing capacity
- Enhance quality of life
- Economic development/vitality
- Environment (green, ecological, socioeconomic, leave things better than we started) –
Balance
- Flexibility (we get bound up in engineering truths/testing the boundaries of technology,
design, etc.)
- Innovative thinking
- Maintenance and operations
- Technology—embrace
- Benefit/cost
- Customer Convenience

(all can apply to all modes/users)

Idaho Transportation Department
Long Range Transportation Planning Document
Conceptualizing Process for Purpose and Content
Executive Management Meeting Summary
September 12, 2001

Results to date: Addendum

INTRODUCTION

This report is an addendum to the September 7, 2001 document entitled *Idaho's Long Range Transportation Plan/Vision: results to date of ITD's Long Range Transportation Plan Conceptual Process*.

The Idaho Transportation Departments (ITD) Executive Team met on Tuesday, September 11, 2001 to review the proposed **concept** for ITD's long range transportation plan (LRTP). Participants included Dwight Bower, Mary Detmar, Moe Detmar, Larry Falkner, Sue Higgins, Jim Ross and Charlie Rountree. Patti Raino and Matt Moore presented project background information and Patti reviewed the project document. Marsha Bracke facilitated the meeting.

The week before the meeting, team members were given the stated document for review, with a specific request to review the Executive Summary and pages 1-12. That document describes the process undertaken that resulted in this product—a concept describing the document's purpose and an outline for the type of content to be included in the LRTP. The Executive Summary outlines the specific questions the project team was asking of the Executive Team.

RESULTS

The Executive Team endorsed the recommendation of the synthesis group as described. The recommendation provides 1) an explanation of the document's purpose, and 2) a general outline of what kind of information it should include. It provides an outline of what the document shall look like and its purpose; it provides the framework on which ITD can build the content of the actual document.

The development of plan content is the project's next phase, pending Board review of the project to date.

Notable about that recommendation is ITD's decision to no longer refer to the LRTP as a "plan." That reference implies a specificity of content that ITD prefers to include in other planning documents tiered below this one. Rather, this document will be referred to as a "vision" until a formal title is developed.

Summarily, the document's **purpose** is as an internal and external document. It is a tool to share the vision with others, generating their support and providing a basis for coordinated decision-making. The document will provide guidance to those inside ITD in its planning and project decisions and provide for integration of modes. The document will:

- Provide visionary guidance in a manner that articulates a vision without constraints for 25 years and beyond;

- Outline ITD's principles and values that guide and direct, enable decision-making, and collectively lead to an integrated transportation system;
- Be a driving document and decision-making resource to plans that support it (Corridor, Reaches, Strategic, District, Modes, etc.);
- Unifies and integrates that variety of plans;
- Integrates modes;
- Provides leadership on coordination, stimulating coordinated decision-making; and
- Is subject to a development process reflecting ITD leadership, stakeholder involvement and a statewide public process.

The document's **content** will include:

- The vision
- ITD principles and why they are valuable to the state;
- Challenges
- Integration and context of all plans—unifying the collection of plans and describing how they fit this vision and work together; and
- A general description of what the future holds and how ITD will work to address it.

The document will be written in a simple, concise, public-friendly manner, be general in nature and easily accessible.

RECOMMENDATIONS

In addition to the decision to drop the reference to “plan,” the executive team made a number of additional recommendations. Those recommendations included:

1. When presenting to the Board, better clarify the differences between the document “concept,” the actual development of the visioning document and its text and content, and the work process to develop the document. Consider using a graphic to help make those distinctions.
2. The Venn diagram showing integration of plans might be a model for showing the integration and interface of more specific information.
3. Be consistent about what years we are planning for. Use “25 years and beyond.”
4. Drop the reference to “federal requirements” and ensure that when the plan is done it meets them. This is a state vision that is intended to do more than meet federal requirements. Consider using alternate language such as “supporting national goals” or being part of the “national fabric.”

The group sought clarification for how the Division of Motor Vehicles fit into the concept. Matt pointed out that DMV was integral to the concept of “mobility,” and Moe clarified that he sees DMV as a support function for all modes. Administration and technology were also identified as support functions across the department.

The group confirmed the dual use of the document—internal and external.

It was also suggested that there may be problematic connotations associated with the word “vision,” and that when developing the document title, that question be explored.

The Executive Team advised Patti and Matt to prepare a presentation to the Board for its September 19 working session to seek a Board agreement to continue to pursue project and document development.

LONG RANGE TRANSPORTATION PLAN

September 11, 2001

Executive Team

Flip Chart Notes

Purpose (results to date)

Articulate vision (not plan)

- 20-25 year visionary guidance
- Unconstrained

Based on principles/values

- Guide and direct
- Enable decision-making
- Lead to integrated transportation system

Driving document

- To plans that support it (Corridor, Reaches, Strategic, District, Modes, etc.)
- Enables decision-making

Integrates

- Unifies and integrates plans
- Integrates modes

Provides leadership on coordination, stimulating coordinated decision-making

Fulfills federal requirements

ITD leadership-stakeholder involvement-public process

Content

- Vision
- Principles and why valuable
- Challenges
- Integration and context
- General description of future and ITDs effort to address it

Questions

1. Do you understand where we've been? Where we're proposing to go? ✓
2. Do you support the concept as proposed/outlined by the synthesis group? ✓ Yes, with clarifications per number 5 and 6.
3. Do you propose additions to the concept so far? ✓
4. Do you recommend reconsidering any workshop recommendations? ✓
5. Do you prefer "visioning" document to LRTP (plan)? Shall we develop a new name? Yes. Yes.
6. Are we ready to present this concept to the Board for approval? See recommendation #1. On September 19, 2001 provide an informal presentation and get a general consensus—no resolution at formal meeting necessary.

Recommendations

1. Consider how to discuss 1) concept, 2) development of visioning document, and 3) tasks/work plan to get there—better distinctions for presenting to the Board—graphic
2. Spring off Venn diagram to show integration/interface—highlight nexus
3. Pick a number ... 25 years and beyond
4. Regarding "federal requirements," nix that specific reference. Don't mention them but know that they're met in the final document. Use alternate language such as "supports national goals" or "national fabric."

5. Where does Motor Vehicles fit? “Mobility”—see motor vehicles as support function for all modes, as is Administration and technology. There should be a nexus point.
6. Confirm internal/external uses of the document as proposed by synthesis group (page 2 of Executive Summary).
7. Are there connotations to the word “vision” about which we should be concerned? *To be considered by team working on creating the vision.*
8. Confirm: drop “plan”

Clarification

Plan/concept

Product: Vision—context/content

Task: Task work to develop product

Next steps

1. Naming the document, consider recommendation # 7